

**Regulation name changes Section G**

**GAA-R1 to BR1 Staff Time Schedules**  
**GAA-R2 to BR2 Staff Time Schedules**  
**GAB\_IIBEAR1 to SR1 Acceptable Computer System Use**  
**GAE/JHG-R1 to BR1 Reporting Child Abuse and Neglect by CCPS Employees**  
**GB-JB-R1 to BR1 Americans with Disabilities Act**  
**GBG R1 to BR1 Staff Participation in Political Activities**  
**GBL-R1 to BR1 Personnel Records**  
**GC-R2 to BR2 Fair Labor Standards Act Compliance**  
**GC-R3 to BR3 Professional Staff Licenses**  
**GC-R4 to BR4 Professional Staff Employee Dress Standards**  
**GC-R5 to SR5 Professional Staff Safety Standards**  
**GC-R6 to BR6 Professional Staff Code of Conduct**  
**GCBA-R1 to BR1 Staff Salary Schedules**  
**GCBA-R2 to BR2 Staff Salary Schedules**  
**GCBA-R3 to BR3 Staff Salary Schedules**  
**GCBB-R1 to SR1 Supplementary Pay Plans**  
**GCBB-R2 to BR2 Professional Staff Supplementary Pay Plans**  
**GCBC-R1 to BR1 Staff Fringe Benefits**  
**GCBC-R2 to BR2 Workers Compensation - VRS Hybrid Plan Members**  
**GCBC-R2 to BR2 Workers Compensation - VRS Non Hybrid Plan Members**  
**GCBC-R3 to BR3 Employee Insurance Payments upon Retirement/Resignation**  
**GCBD-R1 to BR1 Staff Attendance and Leave - VRS Hybrid Plan Members**  
**GCBD-R1 to BR1 Staff Attendance and Leave - VRS Non Hybrid Plan Members**  
**GCBD-R2 to BR2 Sick Leave Bank Procedures**  
**GCBD-R3 to BR3 Leave Policy for Bus Drivers**  
**GCD-R1 to BR1 Hiring Procedures**  
**GCD-R2 to BR2 Extracurricular Activities Positions including Coaching Contracts**  
**GCI-R1 to BR1 Assignment and Transfer**  
**GCI-R2 to BR2 Teacher Transfer**  
**GCL-R1 to SR1 Professional Development and Cohorts**  
**GCL-R2 to BR2 Tuition Reimbursement**  
**GCL-R3 to BR3 Tuition Reimbursement - Practicum and Internships**  
**GCPA-R1 to BR1 Reduction in Work Force - Professional Staff**  
**GCPD-R1 to BR1 Dismissal or Probation of Employees**  
**GCPD-R2 to BR2 Discipline for Certified Employees**  
**GCQB-R1 to BR1 Intellectual Properties**  
**GD-R1 to SR1 Support Staff**  
**GD-R2 to SR1 Uniforms**  
**GD-R3 to BR3 Support Staff Code of Conduct**  
**GDA-R1 to BR1 Reduction in Work Force - Support Staff**  
**GDPD-R1 to BR1 Dismissal or Probation of Employees**  
**GDPD-R2 to BR2 Dismissal or Probation of Classified Employees**

**Regulation name changes – Section I**

**IGBC-R1 to BR1 Parental Involvement**  
**IGBGA R1 to SR1 Online Courses and Virtual School Programs**  
**IAB-R1 to SR1 Regulation Governing Video/Movie Usage**  
**IIBEA-R1/GAB-R1 to SR1 Acceptable Computer System Use**  
**IIBEA-R2 to SR2 School Email**  
**IIBEA-R3 to SR3 Internet Filtering and Password Privileges**  
**IIBEA-R4 to SR4 School Web Server**  
**IICA-R1 to BR1 Educational Tours (Out of Country)**  
**IICA-R2 to SR2 Procedures for Student Trips**  
**IICB-IICC-R1 to BR1 Community Resource Persons/School Volunteers**  
**IKB-R1 to SR1 Homework**  
**IKE-R1 to SR1 Promotion, Retention and Acceleration of Students**  
**IKE-R2 to SR2 Grading Regulations**  
**IKE-R3 to BR3 Request for Exemption from Full Day Schedule**  
**IKEB R1 to SR1 Acceleration**  
**IKFA-R1 to SR1 Awarding of Locally Verified Credit for Standard Diploma Only**  
**INDC-R1 to BR1 Religion and the Schools**

**Regulation name changes – Section J**

**JB/GB-R1 to BR1 Americans with Disabilities Act**  
**JBA-R1 BR1 Nondiscrimination on the Basis of Disability (Section 504)**  
**JC-R1 to BR1 Criteria for Out-of-Zone/School Attendance Areas**  
**JEC-R1 to BR1 School Admission**  
**JECB-R1 to BR1 Admission of Non Public Students for Part-Time Enrollment**  
**JED-R1 to BR1 Student Absences**  
**JFC-R1 to BR1 Standards of Student Conduct**  
**JFCC-R1 to BR1 Student Conduct on School Buses**  
**JFCF-SR2 to BR2 Student Athlete Substance Abuse Policy**  
**JFCI-R1 to BR1 Student Assistance Program - Controlled Substance Abuse**  
**JGD/JGE-R1 to BR1 Student Suspension/Expulsion**  
**JHC-R1 to BR1 School Nurse and Clinic Use by Students**  
**JHCC-R1 to BR1 Procedures for Students Infested with Head Lice**  
**JHCCA-R1 to BR1 Communicable Diseases**  
**JHCD-R1 to BR1 Administering Medicines to Students**  
**JHG/GAE R1 to BR1 Reporting Child Abuse and Neglect by CCPS Employees**  
**JHH R1 to BR1 Student Suicide Protocols**  
**JN-R1 to BR1 Economic Hardship**  
**JN-R2 to BR2 Athletic Participation Fees**

***Regulation name changes Section K***

***KBA-R1 to BR1 Requests for Information***

***KF-R1 to BR1 Method of Distribution of Approved Materials***

***KK-R1 to BR1 School Visitors***

***KG-R1 to BR1 Use of Culpeper County Public School Facilities***

***Regulation name changes Section L***

***LBD-R1 to BR1 Home Instruction/Home Schooling/ Admission Students, Full Time***

***LBD-R2 to SR2 Establishing Criteria for Accepting Credit from Non-Accredited Schools***

***LC-R1 to BR1 Charter School Regulation***

***LC-R2 to BR2 Charter School Application Review Team Criteria***

## Staff Time Schedules

Teachers shall report to their assigned classroom or other assigned area a minimum of fifteen minutes prior to the beginning of the instructional day and remain in their assigned classroom or assigned area a minimum of fifteen minutes after the instructional day has ended, unless otherwise directed by the building principal. Daily instruction times shall be set by the building principal as approved by the Superintendent or his designee.

Approved: August 31, 2005

Amended: July 12, 2007

Amended: October 3, 2007

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Policy Cross Refs: CH, CHD, and GAA.

### Staff Time Schedules

Non-exempt employees shall report to work by designated working hours. Their designated working hours will be kept in the appropriate division approved manner, whether timesheet or by the means adopted. If a time clock is provided the employee shall clock in and out as appropriate. Any time an employee leaves the school grounds on personal business, he/she must record such time by the means provided by the school division. They should record time for lunch breaks unless they are specifically informed that they are 'paid for lunch'. The supervisor of non-exempt employees, i.e. head custodian, shall work with their staff to maintain accurate time records to ensure compliance with Fair Labor Standards Act (FLSA). They will document time away from work appropriately as sick, vacation, personal, etc. Any falsification of time will result in disciplinary action up to and including dismissal.

Approved:     October 3, 2007

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## ACCEPTABLE COMPUTER SYSTEM USE

All use of the Culpeper County School Division's computer system shall be consistent with the School Board's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes, but is not limited to, hardware, software, data, communication lines and devices, terminals, printers, flash drives, servers, computers, tablets, cellular phones, smart phones, the Internet and any other internal or external network.

### **Computer System Uses, Ethics and Protocols:**

1. **Acceptable Use.** Access to the Division's computer system shall be (1) for the purposes of education or research and be consistent with the educational objectives of the Division or (2) for legitimate school business. All users will have a signed "Acceptable Use Agreement" on file at their base school.
2. **Privilege.** The use of the Division's computer system is a privilege, not a right.
3. **Unacceptable Use.** Each user is responsible for his or her actions on the computer system. Prohibited conduct includes but is not limited to:
  - A. Users are prohibited from using the network for any illegal or unauthorized activity, including violation of copyright or contracts, or transmitting any material in violation of any federal, state, or local law.
  - B. Users are prohibited from using computers or the CCPS network to commit, facilitate, encourage, or promote illegal acts, including the unauthorized or fraudulent use of a credit card.
  - C. Users are prohibited from sending, receiving, viewing or downloading illegal material via the computer system.
  - D. Users are prohibited from unauthorized downloading of software, including software for the intent of bypassing the Internet filter.
  - E. Users are prohibited from using the CCPS computer system for private financial or commercial purposes.
  - F. Users are prohibited from vandalizing computers or the CCPS network. This is to include physical damage to the user's issued devices, attempts to alter or destroy data of another user or to endanger the integrity of a computer or the CCPS network or the data stored thereon (including the introduction of any virus, filter bypass, trojan horse, or the like), or any deletion of or alteration to system files or data.
  - G. Users are prohibited from wastefully using resources, such as file space.

- H. Users are prohibited from gaining unauthorized access to resources or entities.
  - I. Users are prohibited from posting material created by another without his or her consent.
  - J. Users are prohibited from submitting, posting, publishing, or displaying any obscene, profane, threatening, illegal, or other inappropriate material.
  - K. Users are prohibited from revealing their passwords to anyone. Users are prohibited from using passwords or accounts other than those assigned to the user or the user's devices.
  - L. Users are prohibited from using computers or the CCPS network to intimidate, harass, bully, or coerce other individuals or groups.
  - M. Users are prohibited from knowingly accessing portions of the Internet that are inconsistent with the educational or instructional mission or administrative function of CCPS.
  - N. The School Division's electronic mail system is owned and controlled by the School Division. The School Division may provide electronic mail to aid students and staff in fulfilling their duties and as an education tool. Electronic mail is not confidential or private; it is the property of the school system. Students' electronic mail will be monitored. The electronic mail of staff may be monitored and accessed by the School Division. All electronic mail may be archived. Unauthorized access to an electronic mail account by any student or employee is prohibited. Users may be held responsible and personally liable for the content of any electronic message they create or that is created under their account or password. Downloading any file attached to an electronic message is prohibited unless the user is certain of that message's authenticity and the nature of the file. E-mail access, if provided, shall comply with all CCPS policies and regulations including, but not limited to, privacy, standards of conduct, and the use of CCPS equipment. CCPS may review e-mail sent by CCPS users to verify compliance with CCPS policies and regulations.
  - O. Students are prohibited from knowingly accessing inappropriate Internet content.
  - P. Students and staff are prohibited from accessing the Internet using private cellular-based subscriptions through their own Internet or Cellular Service Provider while using an approved electronic device provided by Culpeper County Public Schools.
4. **Network Etiquette and Ethical Use.** Each user is expected to abide by generally accepted rules of etiquette, including the following:
- be polite.
  - users shall not forge, intercept or interfere with electronic mail messages.

- use appropriate language. The use of obscene, lewd, profane, lascivious, threatening or disrespectful language is prohibited.
  - users shall not post personal information other than directory information as defined in Policy JO Student Records about themselves or others.
  - users shall respect the computer system's resource limits.
  - users shall not post chain letters or download large files.
  - users shall not use the computer system to disrupt others.
  - users shall not modify or delete data owned by others.
  - users shall log off and power-down their machines after finishing work.
  - users shall observe notices and warnings from the Technology Department.
  - users shall not modify or rearrange keyboards, key caps, monitors, printers, or any other peripheral equipment.
  - users shall not post or send information that violates the privacy of others, jeopardizes the health and safety of others, disrupts school or office activities, or is inconsistent with the school division's mission.
5. **Liability.** The School Board makes no warranties for the computer system it provides. The School Board shall not be responsible for any damages to the user from use of the computer system, including loss of data, non-delivery or missed delivery of information, or service interruptions. The School Division denies any responsibility for the accuracy or quality of information obtained through the computer system. The user agrees to indemnify the School Board for any losses, costs, or damages incurred by the School Board relating to or arising out of any violation of these procedures.
6. **Security.** Computer system security is a high priority for the school division. If any user identifies a security problem, the user shall notify the building principal or system administrator immediately. All users shall keep their passwords confidential and shall follow computer virus protection procedures.
7. **Vandalism.** Intentional destruction of or interference with any part of the computer system through creating or downloading computer viruses or by any other means is prohibited.
8. **Charges.** The School Division assumes no responsibility for any unauthorized charges or fees as a result of using the computer system, including telephone, **data**, or long-distance charges.
9. **Enforcement.** Software will be installed on the division's computers having Internet access to filter or block internet access through such computers to child pornography and obscenity. The online activities of users may also be monitored manually. **Any violation of these regulations shall result in loss of computer system privileges and may also result in appropriate disciplinary action, as determined by School Board policy, or legal action.**



## **10. Responsibilities.**

- A. The CCPS Executive Director of Technology and Network Engineer shall provide and administer CCPS Internet services, Internet protocol (IP) addresses, and connectivity between the CCPS network infrastructure and the Internet service provider and shall manage the CCPS web servers.
- B. The CCPS Executive Director of Technology may direct Network Administrators to impose limitations on the retention, volume, and size of messages and data (including email) transmitted and stored on CCPS network resources to ensure the integrity of the network and maximize data flow for all users.
- C. The CCPS Executive Director of Technology and Network Engineer may regulate the management and proper use of information system resources in the form of technical bulletins or memos.
- D. Users are responsible for knowing and complying with CCPS rules, regulations and “acceptable use policies”.
- E. Central Office will provide information for school staff members and parents to promote a consistent and accurate understanding regarding appropriate use of network resources.
- F. The principal or designee will review the acceptable use policy with students and enforce rules of conduct necessary to foster appropriate student use of network resources.
- G. The principal, designee or supervisor will collect and maintain signed acceptable computer system use agreements from students and staff members.
- H. The principal will establish expectations for student behavior when encountering inappropriate material.
- I. Teachers and lab monitors will practice classroom management and monitoring techniques to encourage appropriate use of network resources.
- J. The Technology Department will implement and monitor processes to inhibit, to the extent feasible, student access via network resources to content known to:
  - 1. Be obscene.
  - 2. Be harmful to juveniles.
  - 3. Be child pornography.

4. Promote, encourage, or provide the skills to commit illegal activities.
- K. Principals, ITRTs (Instructional Technology Resource Teachers) and Technology staff are responsible for the accuracy and appropriateness of materials posted on school or department web pages and for ensuring that the materials are consistent with official information posted by the school division.
- L. If any CCPS employee, student, or network user becomes aware of inappropriate use of network resources, the person is expected to bring it to the attention of a responsible teacher, principal or technology staff member, who will determine if any applicable policy or regulation has been violated and take the appropriate action.

Adopted: November 12, 2001  
Amended: August 5, 2004  
July 17, 2008  
June 22, 2009  
October 14, 2013  
June 23, 2014

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Legal Refs: 18 U.S.C. §§ 1460, 2256.  
47 U.S.C. § 254.

Code of Virginia, 1950, as amended, §§ 18.2-372, 18.2-374.1:1, 18.2-390, 22.1-70.2 and 22.1-78.

Guidelines and Resources for Internet Safety in Schools, Virginia Department of Education (Second Edition October 2007)

Cross Refs: GCPD Professional Staff Discipline  
JFC Student Conduct  
JFC-R Standards of Student Conduct

## REPORTING CHILD ABUSE AND NEGLECT BY CULPEPER COUNTY PUBLIC SCHOOL EMPLOYEES

### Responsibilities of Culpeper County Public School Employees

1. According to the Code of Virginia, any teacher or other person employed in a public school is a mandated reporter. As such, any teacher or other person employed in a public school is required to report all instances of suspected abuse and neglect of children under age 18 to the local departments of social services.
2. In order to facilitate a more efficient reporting process, Culpeper County Public Schools has designated the school principal or assistant principal of the suspected abuse or neglect victim as the contact person for school employees to report such suspicions.
3. If the school employee believes that a delay resulting from following these procedures would be detrimental to the child, he may report this case directly to the local Child Protective Services (CPS) unit, and then inform the principal or assistant principal of this referral.
4. In order to provide Child Protective Services with accurate information, the principal, assistant principal, or designee will act immediately to determine the basis for the school employee's suspicion. The principal will interview the school employee to learn why the person suspects neglect or abuse of the child. If possible, the principal or assistant principal will seek to substantiate the suspicion with evidence such as photos of the child's injuries, writings, oral or written statements, drawings, etc. Corroborating statements from the school nurse; the child's teacher(s); the child's guidance counselor; in some cases statements from the alleged victim or siblings will also be forwarded to CPS workers. The purpose of gathering evidence is to obtain a complete understanding of the child's emotional functioning, behavior, physical appearance, previous statements or other circumstances that may provide information to Child Protective Services or law enforcement investigators about the suspicion.
5. Nothing in these recommended procedures prohibits a mandated reporter from reporting child abuse and neglect directly to the local Child Protective Services unit.
6. When reporting child abuse or neglect, the school principal, assistant principal, or reporting school employee, must share with Child Protective Services all information surrounding the suspicion, and other information necessary to facilitate an investigation.
7. **Second party reports:** If a school employee's only source of information is a second party, i.e. another adult family member, neighbor, or acquaintance of the child, and no other corroborating evidence supports their suspicion or allegation, these persons will be directed to call Child Protective Services themselves.

## AMERICANS WITH DISABILITIES ACT

What is the ADA?

In 1990, the Americans with Disabilities Act was enacted to protect the employment and accessibility rights of the disabled.

The ADA is a civil rights law that prohibits discrimination against qualified people with disabilities.

### Employment Provisions

Culpeper County Public Schools understands that the ADA prohibits discrimination in all employment practices. These practices include job application procedures, hiring, firing, advancement, compensation, training, and the other terms, conditions, and privileges of employment. The law applies to recruitment, advertising, layoffs, leaves, fringe benefits, and all other employment-related activities.

Culpeper County Public Schools is prohibited from discriminating against “qualified individuals with disabilities.” Moreover, the school system is required to make “reasonable accommodations” to the known physical or mental limitations of an otherwise qualified individual with a disability unless doing so would impose an “undue hardship.”

Who is Disabled?

An “individual with a disability” is defined as a person with a physical or mental impairment that substantially limits one or more major life activities. The disabilities covered by ADA include (but are not limited to) substantial impairments that limit:

Seeing	Performing manual tasks
Hearing	Learning
Speaking	Caring for oneself
Breathing	Working

Culpeper County Public Schools recognizes that the law covers a very broad range of disabilities. For example, individuals with epilepsy, paralysis, substantial hearing or visual impairments, mental retardation, AIDS (including other HIV diseases), or learning disabilities are covered by the law. Individuals with non-chronic conditions, such as a broken limb, are not generally covered (unless the limb heals improperly, resulting in a significant impairment.)

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The questions of whether a person has an impairment and whether that impairment substantially limits a major life activity are determined on a case-by-case basis. General examples and guidelines are provided in government regulations.

Who is a Qualified Individual with a Disability?

A “qualified individual with a disability” is a person who meets legitimate skill, experience, education, or other requirements for the job that he or she holds or seeks and, with or without reasonable accommodation, can perform the essential functions of that job. “Essential functions” mean primary job duties.

Employment Provisions

If a person is qualified to perform essential job functions, except for limitations caused by a disability, Culpeper County Public Schools must consider whether that person could perform these functions with a reasonable accommodation.

- A person will not be considered unqualified simply due to an inability to perform marginal or incidental job duties.
- On the other hand, Culpeper County Public Schools need not give preference over other applicants to a qualified applicant with a disability. Culpeper County Public Schools is free to select the most qualified applicant available and to make decisions based on reasons unrelated to the disability.
- Note that the ADA does not protect individuals who currently engage in the illegal use of drugs. It allows Culpeper County Public Schools to hold alcoholics to the same employment standards as any other worker.
- Culpeper County Public Schools may terminate the employment of persons who illegally use drugs without fear of being held liable under the ADA. “Currently engaging” in the use of drugs does not necessarily mean use on the day of or within days of the employment action in question. The exception for drug users applied to use that has occurred recently enough to indicate that the individual is actively engaged in the drug activity.
- Persons who have successfully completed or are participating in a supervised drug rehabilitation program and are no longer engaging in the illegal use of drugs or who have otherwise been successfully rehabilitated are covered by the ADA.

## What is a Reasonable Accommodation?

A “reasonable accommodation” is a modification or adjustment to a job or the work environment that will allow a qualified disabled person to perform essential job functions. Reasonable accommodations may be required to ensure equal opportunity in the application process, to enable employees with disabilities to perform essential job functions, and to enable disabled employees to enjoy employment-related privileges such as access to break rooms, lunch rooms, training facilities, and transportation.

- Reasonable accommodations might include: making existing facilities readily accessible to and usable by an individual with a disability; restructuring a job; modifying work schedules; acquiring or modifying equipment; or providing qualified readers or interpreters.
- Culpeper County Public Schools may need to work with a disabled application or employee to determine the appropriate reasonable accommodation. The accommodation need not be the “best” alternative available, but must be sufficient to meet the disabled individual’s jobrelated needs.

Culpeper County Public Schools need not make an accommodation if it would impose an “undue hardship” on the operation of Culpeper County Public Schools. Several factors are considered in determining whether an undue hardship exists. They include:

- Nature and cost of the accommodation;
- Financial resources of the facility involved;
- Size and resources; and
- Structure and type of operation

Even if Culpeper County Public Schools shows that the cost of an accommodation would constitute an undue hardship, Culpeper County Public Schools is still required to provide the accommodation if another source of funding is available. In addition, a person with a disability requesting an accommodation must be given the option of providing the accommodation or paying the part of the cost that makes up the undue hardship.

Cost is not the only basis on which Culpeper County Public Schools may be able to show hardship. Culpeper County Public Schools could show, for instance, that providing a particular accommodation would be unduly disruptive or have a negative effect on the school system.

What about Worker Safety issues?

The ADA allows Culpeper County Public Schools to require that workers not pose a “direct threat” – that is, a significant risk – to the health or safety of other individuals in the workplace. However, to the extent the direct threat can be eliminated or lowered to an acceptable level by a reasonable accommodation, Culpeper County Public Schools may be required to do so.

May an applicant be asked about a disability?

Culpeper County Public Schools may not make a pre-employment inquiry on an application or in an interview as to whether, or to what extent, an individual is disabled. Culpeper County Public Schools may ask a job applicant if he or she can perform job functions.

If the applicant has a disability known to Culpeper County Public Schools, they may ask the applicant to describe or demonstrate how, with or without reasonable accommodation, the applicant will be able to perform the functions in question. Culpeper County Public Schools may not ask questions about an applicant’s Workers’ Compensation history before an employment offer is made.

Additionally, pre-employment medical exams are not permitted. However, post-job offer medical exams are allowed. Moreover, Culpeper County Public Schools may condition a job offer on the results of a medical exam, provided an examination is required for all entering employees in the same job category regardless of disability and that information obtained is handled according to confidentiality requirements specified in the law.

When an applicant is not hired on the basis of a post-offer medical exam, Culpeper County Public Schools must show that there is no reasonable accommodation that would enable the applicant to perform the essential functions of the job.

Culpeper County Public Schools is required to maintain employment-related records made during the normal course of business for one year. In addition, Culpeper County Public Schools is required to post notices summarizing the ADA’s provisions.

How will the ADA’s employment provisions be enforced?

The employment provisions will be enforced using the same procedures now applicable to race, sex, national origin, and religious discrimination under the federal civil rights laws. Complaints may be filed with the Equal Opportunity Commission or designated state human rights agencies. Possible remedies for violations of the law include hiring, reinstatement, back pay, court orders to stop discrimination, and punitive damages.

A person who is currently employed, and who needs an accommodation in order to perform the essential job functions of his or her job, must make a request in writing to the Human Resources Director. He or she must present medical documentation with their physician's statement of verification of need. The Human Resources Director will make a determination within 30 days in response to the request.

Approved:     March 16, 2004

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### Staff Participation in Political Activities

The Culpeper County School Board recognizes that employees of the school division have constitutional rights to participate in political activities provided their participation doesn't violate Culpeper School Board Policy GBG. The following regulations are to provide clarity to Policy GBG:

- Culpeper County Public School buildings are used by the Electoral Board as polling places during school hours. Therefore, school division employees can exercise their constitutional rights to vote, to distribute literature, or to engage in political speech in accordance with state and federal election laws when the school building is used as a polling place and not be in violation of Policy GBG. Employees must take appropriate leave in order to participate in these activities during school hours.
- Culpeper County Public School buildings and grounds are used during non-school hours by citizens for political activities to include: candidate forums; political debates; issue advocacy; speeches; and political party caucuses, conventions, and meetings. Therefore school division employees can exercise their constitutional right to participate in these political activities while on school property outside of employment hours and not be in violation of Policy GBG.
- Culpeper County Public School employees may use available personal leave or vacation leave to participate in political activities to include those activities occurring on school property during school hours.

Adopted:      October 8, 2012

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Superintendent Signature

Date

CULPEPER COUNTY SCHOOL BOARD

## TUITION REIMBURSEMENT

Culpeper County Public Schools may have funds available for tuition reimbursement to its employees, contingent upon appropriate funding sources. The cost of textbooks, supplies, and fees are not reimbursable from County funds. Tuition reimbursement will be given only if the course is approved by the Executive Director of Human Resources BEFORE the course begins and evidence of an earned A or B is presented after the course ends. The school division will offer tuition reimbursement for courses prescribed for individual staff members or for courses that focus on specific instructional initiatives. Priority in funding will be for Division Instructional Initiatives. Candidates for locally funded assistance will be evaluated and approved by the superintendent.

### Eligibility for Tuition Reimbursement:

Both certified and classified employees may request tuition reimbursement, but the types of courses that qualify for reimbursement are somewhat different, depending on the minimum educational requirements of the employee's position.

An employee also may be reimbursed for undergraduate coursework that relates to an endorsement enabling the employee to fill a critical employment need in the school system or that relates to a newly assigned responsibility within his or her current job. (See GCL-R2)

### Tuition Reimbursement for Approved Graduate and Post-Graduate Degree Programs

Culpeper County Public Schools is committed to providing assistance to personnel pursuing a graduate or post-graduate degree in the field of education. Forms for program approval may be obtained from the Human Resources Office. Generally, only that coursework that supports school board goals and the district improvement plan will be approved for tuition reimbursement.

### Specific requirements for reimbursement in a graduate degree program:

1. The applicant must be a full-time employee in Culpeper County Public Schools.
2. The employee must submit a detailed course of study and program requirements that lead to the particular endorsement or certification to the Executive Director of Human Resources for approval.
3. The applicant must submit evidence of acceptance to an approved graduate or post-graduate program.
4. The program must be in education or a field related to the area of teaching assignment and approved by the Executive Director of Human Resources.
5. The program must be completed within four years (five years for Ed.D. or Ph.D.). Failure to complete the program will require the employee to reimburse all funds paid.
6. Only courses in an approved Program of Study will be eligible for reimbursement.
7. A grade of B or better will merit reimbursement. Evidence of the earned grade must be submitted.
8. The employee's request for reimbursement must be submitted to the Executive Director of Human Resources with a receipt, a copy of the Program of Study, and evidence of grade.

9. The employee must sign an agreement to remain in the school division for four years after completing program or reimburse the school division in full. The school division may deduct the amount owed from the employee's final payroll check. Only in extreme emergency or hardship cases or in the event of retirement after 10 years with Culpeper County Public Schools can a waiver of this requirement be granted. Documentation of emergency/hardship will be required and should be submitted to the supervisor for preliminary approval. They will then forward to HR and appropriate central office supervisory staff for final approval.

#### Tuition Reimbursement for Approved, Locally Funded Endorsements and Certification

Culpeper County Public Schools is committed to assisting its personnel in earning endorsements or certifications when the staffing needs of the school division can be met by such assistance. Candidates for locally funded assistance will be evaluated and approved by the superintendent. Funding for Nationally Certified Board candidates will also be considered as applications are received.

#### Classified Employees:

Classified services employees (such as office personnel, bus drivers, and food services employees) of Culpeper County Public Schools who are eligible for other employee benefits may also be eligible for tuition assistance, within available funds, for contract courses and for all or a portion of one tuition reimbursement for three hours of credit per fiscal year from an accredited college or university or its equivalent. For employees working less than full time, tuition reimbursement shall be prorated in accordance with the percent of employment specified in their contractual arrangements.

#### CCPS does not reimburse the following:

- tuition for courses taken to qualify for a new trade or business unrelated to CCPS
- the costs of textbooks, materials, or other non-tuition charges
- tuition for courses not previously approved by the appropriate process

#### Reimbursement:

For all employees, the maximum reimbursement, determined each fiscal year by CCPS is generally \$300 for a three credit continuing education course, depending on adequate funding. The exception will be in the case of cohorts of CCPS, which will be covered at 50-100% pending adequate funding and priorities set by the Superintendent.

Tuition Reimbursement Forms are available from the human resources office. Completed requests must be submitted to the Office of Human Resources no later than June 30 of the fiscal year (July 1-June 30) in which the course ends.

Along with the tuition reimbursement request form, you must submit a copy of your transcript. If a transcript is not available in time to meet the June 30 deadline, you can submit a letter along with the form stating that the supporting documentation will be sent later when available.

Application for reimbursement:

The employee should submit the reimbursement request after completing the course, but no later than June 30 of the fiscal year in which the course ends. All courses must have been completed within the fiscal year (July 1-June 30) for which the request is made. Request is to be made on GCL-E1.

Payments are made within the normal pay cycle and as the School Board approves them.

Reimbursements are processed on a first-come, first-served basis within available funds

Approved: September 26, 2002  
Amended: October 3, 2007  
Amended: October 12, 2015

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## STAFF SALARY SCHEDULES

The Culpeper County School Board establishes salary scales for all categories of school system employees. Approved supplements for additional degrees or certification, when approved, will be indicated on the published salary scale for each employee classification.

Fixed supplements will be awarded to certified employees upon completion of additional professional preparation at the following levels:

15 semester hours beyond the bachelor's degree taken towards a master's degree in an approved education-related field at an accredited, degree-granting college or university

**Master's degree in an education related field**

**Education Specialist Degree (Ed.S.) in an education related field**

**Certificate of Advanced Graduate Studies (CAGS) in an education related field**

**Doctor of Education degree or Doctor of Philosophy degree (Ph.D.) in an education related field**

### General Provisions

In order to be eligible to receive fixed supplements for any of the paths to additional professional preparation listed above, employees must prior to February 1:

1. file an approved Program of Study towards the degree being pursued with the office of Human Resources prior to completion of coursework for which the supplement is being sought;
2. secure approval of the Human Resources Director of the Program of Study prior to recommendation for awarding of the supplement;
3. present a certified transcript or grade report indicating satisfactory completion of the hours required for the level of supplement the employee is seeking to be eligible for from the institution where the employee is enrolled to verify eligibility for the supplement.

Only those employees who follow these three steps will be eligible to receive fixed supplements for advanced professional preparation.

Approved Programs of Study for all employees will be kept in the individual employees' personnel files during the period in which they are engaged in the pursuit of the advanced degree.

Discontinuance of the degree program (defined as two consecutive semesters with no coursework) prior to completion will result in subsequent loss of any supplement previously attained. Reinstatement to the program, verified by official notice of such reinstatement from the institution, will result in reinstatement of the supplement.

Once the employee finishes the approved program and graduates with the advanced degree, the supplement becomes permanent as long as the employee remains continuously employed with the Culpeper County Public Schools.

Approved: October 3, 2007

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Legal Ref: Code of Virginia, 1950, as amended, sections 22.1-78, 22.1-289.1

CULPEPER COUNTY PUBLIC SCHOOLS

STAFF SALARY SCHEDULES

In order to ensure that quality instruction is provided, the superintendent shall have the discretionary authority to alter, as needed, the level of compensation for long-term substitute teachers that are replacing teachers of critical shortage areas of endorsement or those that teach grade level or subject areas that are included in the Standards of Learning Assessments.

Approved:     October 3, 2007

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## STAFF SALARY SCHEDULES

The time frame for an employee of Culpeper County Public Schools to file to request an adjustment in pay due to past experience will be limited to 180 days from the date of initial employment. Any adjustment request after that time will not be considered.

Approved:     October 3, 2007

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Legal Ref: H.R. 2831

CULPEPER COUNTY PUBLIC SCHOOLS



PROFESSIONAL STAFF SUPPLEMENTARY PAY PLANS

An employee of Culpeper County Public Schools shall be given priority for coaching assignments and extracurricular activity sponsorship assignments before consideration shall be given to someone who is not an employee of Culpeper County Public Schools.

A separate contract in the form prescribed by the State Board of Education shall be executed by the School Board with an employee who is receiving a monetary supplement for any athletic coaching assignment or extracurricular activity sponsorship assignment. For purposes of this policy, "extracurricular activity sponsorship" means an assignment for which a monetary supplement is received requiring responsibility for any student organizations, clubs, or groups except those activities that are conducted in conjunction with regular classroom, curriculum, or instructional programs.

Approved:     September 17, 2008

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SUPPLEMENTARY PAY PLANS

Each year in August, the School Board may offer to new professional employees the option of applying for a one-year loan of \$2100 to be repaid at \$175/month for the first year of employment with Culpeper County Public Schools. The School Board may offer to new classified employees the option of applying for a one-year loan of \$720 to be repaid at \$60/month for the first year of employment with Culpeper County Public Schools. This will enable first year staff to receive a paycheck at the end of August, rather than having to wait for six weeks, or until the end of September, to receive their first pay.

Adopted: September 3, 2008  
Amended: October 12, 2015

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CULPEPER COUNTY SCHOOL BOARD

## STAFF FRINGE BENEFITS

The Culpeper County School Board will provide each full-time employee the following benefits in addition to the annual contract salary:

Virginia Retirement System (VRS). Employees are required to contribute 5% of their creditable compensation. The Board contributes the remainder based on rates published by the Virginia Retirement System.

Group Life Insurance (GLI). The Board pays the total contribution.

Health Insurance (HP). The Board will determine each year the amount that it will contribute for health insurance for each level of coverage. Retirees may remain on the Culpeper County Public Schools insurance plan as long as they pay the appropriate contribution as determined by the Board and were participating in the plan immediately prior to time of retirement. Employees who retire under provisions of the VRS prior to becoming eligible for Medicare shall be eligible to continue on the School Board's group health insurance with the exception as stipulated below.

Employees who meet the State requirements for retirement at the age as determined by the State will be eligible to remain on the group health insurance plan sponsored by the School Board until becoming eligible for Medicare. Retirees who become eligible for disability insurance will not be allowed to remain on the Culpeper County Public Schools' insurance plan, effective June 30, 2006.

The School Board will not contribute funds to subsidize health insurance for retirees.

Premiums must be paid in advance on a schedule established by the Superintendent or the Superintendent's designee. Retired employees shall have the option to participate in the individual, family, or other coverage available to regular employees so long as they determine at least 90 days prior to retiring which plan they want. They may not add to their health coverage (i.e. from single to family coverage) after they retire, but they may reduce their coverage (i.e., from family to single coverage).

Social Security and Medicare taxes. The portion paid by the Board shall be the percentage prescribed by law.

Workers compensation and Unemployment Insurance. The Board pays the total contribution.

Sick Leave – 1 day per contract month. The employee receives 1 day per contract month, as administered by Regulation GCBD-R1. Unused sick leave accumulates and may be used as provided for in Regulation GCBD-R1.

Personal Leave – 2 days per contract year. The employee receives 2 days per contract year, and these days are administered under Regulation GCBD-R1. Personal days may accumulate to 5 days total as administered by above regulation.

License Renewal. Effective July 1, 2006, the Culpeper County School Board will pay the fee to the Department of Education for license renewal for professional educational employees who are required by law to hold such license to perform their duties. License fees for renewal, however, will be paid only at the required period, as mandated by the Virginia Department of Education. This agreement to fund license renewal does not include payments for name changed, licensure certificate update, or other changes.

CULPEPER COUNTY PUBLIC SCHOOLS

File: ~~GCBC R1~~  
GCBC BR2  
Page 2

Adopted: July 9, 2002  
Amended: May, 2007  
Amended: July 1, 2012

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Superintendent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## WORKERS COMPENSATION VRS Hybrid Plan Members

### 1. PURPOSE

Under the Virginia Workers' Compensation Act and the Virginia Personnel Act, Culpeper County Public Schools is required to provide benefits to its employees (faculty, staff, hourly workers, and student workers) who incurred an injury/illness arising out of and in the course of official work-related duties.

### 2. SCOPE

This policy applies to all Virginia Retirement System Hybrid Plan Member employees.

### 3. DEFINITIONS

**Injury:** Although an employee may have been injured at work, a claim can be considered compensable under Workers' Compensation laws in Virginia only if the injury occurred "by accident" and "was arising out of and in the course of employment." The injury also must have happened suddenly and at a specific time.

Injuries generally not covered by the Act include those caused by:

- Misconduct
- Horseplay
- Failure to use safety equipment
- Repetitive motion, and/or
- Stress

**Occupational Disease:** An occupational disease is defined as a disease arising out of and in the course of employment, but, unless otherwise provided by the Virginia Workers' Compensation Act, not an ordinary disease of life to which the general public is exposed outside of employment.

**Workers' Compensation:** Workers' Compensation is defined as a type of leave from employment which results from an employee's incapacity to work, and which has been determined to have resulted from an injury or occupational disease such that the employee is entitled to benefits required by the Virginia Workers' Compensation Act.

### 4. PROCEDURES

Employee responsibilities are as follows:

- a) Report any job related injury or illness to the supervisor immediately and complete the required forms. Claims not filed within 48 hours may be denied. If medical treatment is needed, select a physician from the School Division approved list of designated physicians. In the event of an emergency requiring immediate medical treatment employees should obtain treatment at the nearest medical facility.
- b) Notify the physician selected that all reports and bills are to be sent to the attention of the Human Resources Department.
- c) Cooperate with the insurance carrier's claims adjuster during the investigation of the claim.
- d) Cooperate with the insurance carrier's claims adjuster during the continued handling of the claim, including supplying additional information as necessary and keeping appointments for scheduled medical evaluations.
- e) File Worker's Compensation approved claims with 3<sup>rd</sup> party claims administrator during periods of short term disability.

- f) Cooperate with the 3<sup>rd</sup> Party Claims Administrator during periods of short term disability.
- g) Participate in Disability Carrier's return to work program.
- h) Keep the school principal or department supervisor advised of disability status while out on injury leave.
- i) Cooperate with the Benefits Administrator and return to work efforts.

Supervisor responsibilities are as follows:

- a) Ensure all employees within the school or department are aware of procedures, changes, and regulations regarding Workers' Compensation.
- b) Submit required and completed forms to the Human Resources Department.
- c) Forward all medical bills or other correspondence received from an employee, physician, or medical care facility to the Human Resources Department.
- d) Notify the Human Resources Department immediately when an employee is able to return to work either in a light duty or full duty capacity.
- e) Upon receipt of the physician's notification that the employee may return to work by the Human Resources Department, notify the employee of the date, time, and capacity (regular or light duty) of return to work.
- f) Cooperate with the insurance carrier during investigation of claims and assist in back-to-work, light duty and vocational rehabilitation programs.

Human Resources Department responsibilities are as follows:

- a) Develop and manage the School Division Workers' Compensation Claims program.
- b) Maintain records of all Workers' Compensation claims sent to the claims service company.
- c) Monitor the progress of all Workers' Compensation claims handled by specific insurance companies and, where necessary, provide status reports to schools or departments.
- d) Assist school or departments with Workers' Compensation claims processing and coordination of the employee's timely return to light, restrictive, or regular duty.
- e) Answer questions and respond to inquiries regarding Workers' Compensation claims.
- f) Review and approve for payment all bills related to medical or disability claims.
- g) Coordinate the defense of contested claims with the specific insurance carrier.

**5. SCHOOL DIVISION DESIGNATED PHYSICIANS**

- a) Section 65.1-88 of the Virginia Workers' Compensation Act requires that injured employees choose a physician from a panel selected by the employer.
- b) Employer authorized physicians and medical treatment facilities must be used at all times by employees receiving treatment for job-related injury/illness.
- c) Exception to employer authorized physicians and medical treatment facilities may be made in the case of an emergency requiring immediate medical treatment that occurs outside of normal working hours.
- d) Failure to secure treatment from an authorized physician could result in a denial of benefits.
- e) Any change in treating physician requires approval of the individual insurance carrier prior to treatment.

Second Opinions and Changes of Physicians

- a) Employees receiving medical treatment for a compensable injury or illness may request a second medical opinion or a change in treating physician by contacting the individual insurance carrier and requesting prior approval.
- b) If an employee obtains a second medical opinion or seeks treatment from a physician not on the School Division's Panel without prior approval of the insurance carrier, the employee will be responsible for the cost of such treatment.

## 6. SALARY AND WAGE BENEFITS

- a) In accordance with Section 65.2-509 of the Code of Virginia, 1950, as amended, no compensation shall be allowed for the first seven (7) calendar days (including Saturday, Sunday and holidays) of incapacity resulting from a job related injury or illness.
- b) During this seven (7) day period, the employee may use accrued annual, sick, or personal leave. If the employee has no leave balance, the employee will be placed in a leave without pay status for the seven (7) day period. Wages paid, including paid leave, to the employee during this seven (7) day period must be reported to Worker's Compensation Commission.
- c) If the incapacity extends beyond the initial seven (7) day period, Workers' Compensation benefits (compensation) shall commence with the eighth (8th) day of disability. If such incapacity continues for a period of more than twenty-one (21) consecutive calendar days, not including the day of injury, compensation shall be allowed from the first day of such incapacity.
- d) Workers' Compensation benefits are provided at the rate of two-thirds (2/3) of the average weekly, pre-tax wage of the employee, subject to weekly maximums as approved by the Virginia Workers' Compensation Commission as these benefits are not subject to payroll taxes.
- e) Overpayments resulting from wages paid for part or all of a pay period shall be recouped by the Payroll Department by:
  - a. adjusting leave balances;
  - b. adjusting future leave payments;
  - c. adjusting future pay; or
  - d. billing for repayment, whichever is appropriate

## 7. RETURN TO WORK

- a) An injured employee must return to work as soon as he/she is released for regular, restrictive, or light duty by the treating physician.
- b) A Functional Capacities Form must be completed by the treating physician and submitted to the Human Resources Department prior to the employee returning to regular, restrictive or light duty.
- c) If the return to work is restrictive or light duty, then the Human Resources Department shall submit to the attending physician a copy of the proposed light duty job description for approval.
- d) The employee shall not be permitted to perform light duty unless approved by the attending physician.
- e) Employees on light duty assignment may return to their regular duties upon receipt of a Functional Capacities Form signed by the employee's attending physician attesting to the employee's physical and mental fitness to resume regular duties.

### Light Duty Assignment

- a) Whenever an injured or ill employee is temporarily unable to return to his/her regular duty, but is considered medically fit to perform less strenuous tasks, efforts shall be made by the Human Resources Department in consultation with the employee's school principal or department head or designee to find a light duty assignment for that employee.
- b) Such an assignment may not necessarily be in the employee's regular school or department.
- c) Fitness for light duty assignment shall be coordinated with the treating physician and shall be such that accommodates identified restrictions.
- d) During the period of light duty assignment, no employee shall be permitted to work more than their normal working hours.
- e) A light duty assignment shall not be made in any case where there is no possibility of full recovery. Proper medical certification shall be utilized in arriving at this decision.

## 8. FAMILY AND MEDICAL LEAVE ACT (FMLA)

- a) Injuries or illnesses approved by workers' compensation generally meet the eligibility for FMLA.



- b) An absence due to workers' compensation will be charged to the employee's annual 12-week entitlement to FMLA benefits, providing the employee meets the definition of eligibility as listed in the current version of Regulation, GCBE Family Medical Leave.

#### 9. ONE-YEAR LIMITATION

- a) Employees who have not returned to work within one calendar year after a compensable work-related illness or injury shall be placed on leave without pay status or terminated.

#### 10. CLAIM DENIALS

##### Leave Time

If a claim is denied, the employee shall be charged sick leave for all work time for which the employee was absent.

- a) Personal leave, annual leave, or leave without pay shall be used if sick leave is exhausted.
- b) If the employee has no accumulated leave, the Human Resources Department shall make arrangements with the employee to repay any compensation advanced.

##### Letter of Denial

If an employee receives a letter of denial from the insurance carrier, there are two courses of action that may be pursued:

- a) Forward the letter along with the proper forms to the employee's health insurance carrier.
- b) File a request for a hearing with the Industrial Commission of Virginia. The commission's address will be provided in the letter of denial.

##### Workers' Compensation Appeal

- a) An employee has the right to appeal denial of workers' compensation coverage to the Virginia Workers' Compensation Commission.
- b) Forms for this purpose are available in the Human Resources Department.

#### 11. LIMITATIONS AND EXCLUSIONS

- a) Workers' compensation benefits do not cover injuries incurred while traveling to and from work or during activities not required by the employee's position or work assignment.
- b) Not all injuries that occur during work hours are compensable under the definitions provided by the Virginia Workers' Compensation Commission.
- c) An employee receiving workers' compensation wages is prohibited from engaging in activities that may impair his or her recovery, such as strenuous recreational or other physical activities, including vacations, without approval of the authorized treating physician and notification to the third-party administrator.
- d) Failure to report such activities may affect benefits from workers' compensation.

Adopted: June 30, 2010  
Amended: November 11, 2013

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Superintendent Signature

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Date

## WORKERS COMPENSATION Non-VRS Hybrid Plan Members

### 1. PURPOSE

Under the Virginia Workers' Compensation Act and the Virginia Personnel Act, Culpeper County Public Schools is required to provide benefits to its employees (faculty, staff, hourly workers, and student workers) who incurred an injury/illness arising out of and in the course of official work-related duties.

### 2. SCOPE

This policy applies to all non-Virginia Retirement System Hybrid Plan Member employees. VRS Hybrid Plan Members should refer to GCBC-R2 Hybrid Plan.

### 3. DEFINITIONS

**Injury:** Although an employee may have been injured at work, a claim can be considered compensable under Workers' Compensation laws in Virginia only if the injury occurred "by accident" and "was arising out of and in the course of employment." The injury also must have happened suddenly and at a specific time.

Injuries generally not covered by the Act include those caused by:

- Misconduct
- Horseplay
- Failure to use safety equipment
- Repetitive motion, and/or
- Stress

**Occupational Disease:** An occupational disease is defined as a disease arising out of and in the course of employment, but, unless otherwise provided by the Virginia Workers' Compensation Act, not an ordinary disease of life to which the general public is exposed outside of employment.

**Workers' Compensation:** Workers' Compensation is defined as a type of leave from employment which results from an employee's incapacity to work, and which has been determined to have resulted from an injury or occupational disease such that the employee is entitled to benefits required by the Virginia Workers' Compensation Act.

### 4. PROCEDURES

Employee responsibilities are as follows:

- a) Report any job related injury or illness to the supervisor immediately and complete the required forms. Claims not filed within 48 hours may be denied. If medical treatment is needed, select a physician from the School Division approved list of designated physicians. In the event of an emergency requiring immediate medical treatment, employees should obtain treatment at the nearest medical facility.
- b) Notify the physician selected that all reports and bills are to be sent to the attention of the Human Resources Department.
- c) Cooperate with the insurance carrier's claims adjuster during the investigation of the claim.
- d) Cooperate with the insurance carrier's claims adjuster during the continued handling of the claim, including supplying additional information as necessary and keeping appointments for scheduled medical evaluations.

- e) Keep the school principal or department supervisor advised of disability status while out on injury leave.
- f) Cooperate with the Benefits Administrator and return to work efforts.

Supervisor responsibilities are as follows:

- a) Ensure all employees within the school or department are aware of procedures, changes, and regulations regarding Workers' Compensation.
- b) Submit required and completed forms to the Human Resources Department.
- c) Forward all medical bills or other correspondence received from an employee, physician, or medical care facility to the Human Resources Department.
- d) Notify the Human Resources Department immediately when an employee is able to return to work either in a light duty or full duty capacity.
- e) Upon receipt of the physician's notification that the employee may return to work by the Human Resources Department, notify the employee of the date, time, and capacity (regular or light duty) of return to work.
- f) Cooperate with the insurance carrier during investigation of claims and assist in back-to-work, light duty and vocational rehabilitation programs.

Human Resources Department responsibilities are as follows:

- a) Develop and manage the School Division Workers' Compensation Claims program.
- b) Maintain records of all Workers' Compensation claims sent to the claims service company.
- c) Monitor the progress of all Workers' Compensation claims handled by specific insurance companies and, where necessary, provide status reports to schools or departments.
- d) Assist school or departments with Workers' Compensation claims processing and coordination of the employee's timely return to light, restrictive, or regular duty.
- e) Answer questions and respond to inquiries regarding Workers' Compensation claims.
- f) Review and approve for payment all bills related to medical or disability claims.
- g) Coordinate the defense of contested claims with the specific insurance carrier.

## 5. SCHOOL DIVISION DESIGNATED PHYSICIANS

- a) Section 65.1-88 of the Virginia Workers' Compensation Act requires that injured employees choose a physician from a panel selected by the employer.
- b) Employer authorized physicians and medical treatment facilities must be used at all times by employees receiving treatment for job-related injury/illness.
- c) Exception to employer authorized physicians and medical treatment facilities may be made in the case of an emergency requiring immediate medical treatment that occurs outside of normal working hours.
- d) Failure to secure treatment from an authorized physician could result in a denial of benefits.
- e) Any change in treating physician requires approval of the individual insurance carrier prior to treatment.

Second Opinions and Changes of Physicians

- a) Employees receiving medical treatment for a compensable injury or illness may request a second medical opinion or a change in treating physician by contacting the individual insurance carrier and requesting prior approval.
- b) If an employee obtains a second medical opinion or seeks treatment from a physician not on the School Division's Panel without prior approval of the insurance carrier, the employee will be responsible for the cost of such treatment.

## 6. SALARY AND WAGE BENEFITS

- a) In accordance with Section 65.2-509 of the Code of Virginia, 1950, as amended, no compensation shall be allowed for the first seven (7) calendar days (including Saturday, Sunday and holidays) of incapacity resulting from a job related injury or illness.
- b) During this seven (7) day period, the employee may use accrued annual, sick, or personal leave. If the employee has no leave balance, the employee will be placed in a leave without pay status for the seven (7) day period. Wages paid, including paid leave, to the employee during this seven (7) day period must be reported to Worker's Compensation Commission.
- c) If the incapacity extends beyond the initial seven (7) day period, Workers' Compensation benefits (compensation) shall commence with the eighth (8th) day of disability. If such incapacity continues for a period of more than twenty-one (21) consecutive calendar days, not including the day of injury, compensation shall be allowed from the first day of such incapacity.
- d) Workers' Compensation benefits are provided at the rate of two-thirds (2/3) of the average weekly, pre-tax wage of the employee, subject to weekly maximums as approved by the Virginia Workers' Compensation Commission as these benefits are not subject to payroll taxes.
- e) Overpayments resulting from wages paid for part or all of a pay period shall be recouped by the Payroll Department by:
  - a. adjusting leave balances;
  - b. adjusting future leave payments;
  - c. adjusting future pay; or
  - d. billing for repayment, whichever is appropriate

## 7. RETURN TO WORK

- a) An injured employee must return to work as soon as he/she is released for regular, restrictive, or light duty by the treating physician.
- b) A Functional Capacities Form must be completed by the treating physician and submitted to the Human Resources Department prior to the employee returning to regular, restrictive or light duty.
- c) If the return to work is restrictive or light duty, then the Human Resources Department shall submit to the attending physician a copy of the proposed light duty job description for approval.
- d) The employee shall not be permitted to perform light duty unless approved by the attending physician.
- e) Employees on light duty assignment may return to their regular duties upon receipt of a Functional Capacities Form signed by the employee's attending physician attesting to the employee's physical and mental fitness to resume regular duties.

### Light Duty Assignment

- a) Whenever an injured or ill employee is temporarily unable to return to his/her regular duty, but is considered medically fit to perform less strenuous tasks, efforts shall be made by the Human Resources Department in consultation with the employee's school principal or department head or designee to find a light duty assignment for that employee.
- b) Such an assignment may not necessarily be in the employee's regular school or department.
- c) Fitness for light duty assignment shall be coordinated with the treating physician and shall be such that accommodates identified restrictions.
- d) During the period of light duty assignment, no employee shall be permitted to work more than their normal working hours.
- e) A light duty assignment shall not be made in any case where there is no possibility of full recovery. Proper medical certification shall be utilized in arriving at this decision.

## 8. FAMILY AND MEDICAL LEAVE ACT (FMLA)

- a) Injuries or illnesses approved by workers' compensation generally meet the eligibility for FMLA.

- b) An absence due to workers' compensation will be charged to the employee's annual 12-week entitlement to FMLA benefits, providing the employee meets the definition of eligibility as listed in the current version of Regulation, GCBE Family Medical Leave.

#### 9. ONE-YEAR LIMITATION

- a) Employees who have not returned to work within one calendar year after a compensable work-related illness or injury shall be placed on leave without pay status or terminated.
- b) Employees may apply for disability retirement if they meet the eligibility requirements established by the Virginia Retirement System.

#### 10. CLAIM DENIALS

##### Leave Time

If a claim is denied, the employee shall be charged sick leave for all work time for which the employee was absent.

- a) Personal leave, annual leave, or leave without pay shall be used if sick leave is exhausted.
- b) If the employee has no accumulated leave, the Human Resources Department shall make arrangements with the employee to repay any compensation advanced.

##### Letter of Denial

If an employee receives a letter of denial from the insurance carrier, there are two courses of action that may be pursued:

- a) Forward the letter along with the proper forms to the employee's health insurance carrier.
- b) File a request for a hearing with the Industrial Commission of Virginia. The commission's address will be provided in the letter of denial.

##### Workers' Compensation Appeal

- a) An employee has the right to appeal denial of workers' compensation coverage to the Virginia Workers' Compensation Commission.
- b) Forms for this purpose are available in the Human Resources Department.

#### 11. LIMITATIONS AND EXCLUSIONS

- a) Workers' compensation benefits do not cover injuries incurred while traveling to and from work or during activities not required by the employee's position or work assignment.
- b) Not all injuries that occur during work hours are compensable under the definitions provided by the Virginia Workers' Compensation Commission.
- c) An employee receiving workers' compensation wages is prohibited from engaging in activities that may impair his or her recovery, such as strenuous recreational or other physical activities, including vacations, without approval of the authorized treating physician and notification to the third-party administrator.
- d) Failure to report such activities may affect benefits from workers' compensation.

Adopted: June 30, 2010  
Amended: November 11, 2013

Employee Insurance Payments Upon Retirement/Resignation (at the End of the Contract Year)

Culpeper County Public Schools will pay the employer share of insurance premiums for July and August for any employee who retires at the end of the contract year with 5+ years experience with CCPS.

Employees who resign or who retire at the end of the school year with less than 5 years with CCPS may participate in COBRA effective July 1st or secure their own insurance carrier.

Employees who retire/resign mid-year may participate in COBRA or secure insurance with another carrier.

Adopted: January 13, 2014

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\_\_\_\_\_  
Superintendent's Signature \_\_\_\_\_ Date

## STAFF ATTENDANCE AND LEAVE VRS Hybrid Plan Members

### Attendance Expectations

Satisfactory attendance is a minimum expectation for all employees. In order to maintain quality instructional programs and to promote the health and safety of students and staff, absences from work are to be minimized to the extent possible. Frequent daily absences, late arrivals or early departures from the work site, excessive breaks or other interruptions to normal work schedules are grounds for disciplinary action, including suspension, dismissal, or non-renewal of employment contracts.

### Employee Responsibilities

All employees are responsible for reading, understanding, and adhering to the employee attendance and leave policies, regulations, and procedures of Culpeper County Public Schools. Employees are to use the appropriate type of leave based on its purpose, following the procedures as set by the Culpeper County School Board, the Division Superintendent, the Human Resources Department, or their immediate supervisor. For employees for whom the securing of a substitute employee is necessary, the employee will notify their supervisor in accordance with established procedures. Where applicable, employees will provide necessary lesson plans or other instructions for the substitute in order to maximize the substitute's effectiveness and to minimize the disruption caused by the employee's absence. The employee will use the established procedures securing permission for leave. That procedure includes using the eSchool Solutions system for obtaining a substitute where appropriate.

### Supervisor's Responsibilities

Supervisors are to inform employees of Culpeper County Public Schools attendance and leave policies and regulations, and the procedures for taking leave. Supervisors are to monitor each employee's attendance monthly for unsatisfactory attendance to include frequent absences, late arrivals to work, early departures, and excessive use of breaks. Employees will be evaluated in terms of attendance annually, with supervisors noting any areas of concern specifically. This does not preclude a supervisor, regardless of the period of time, to note that the employee has displayed an unsatisfactory pattern of attendance and taking appropriate action. Judgments about employee attendance shall be made on consistent criteria in accordance with all federal and state labor laws and regulations, and the policies and regulations of Culpeper County Public Schools. For employees for whom the securing of a substitute employee is necessary, the supervisor shall verify the securing of an adequate substitute as soon as notification of the employee's absence is known. Monitoring the use of the eSchools Solutions system is the responsibility of the supervisor as applicable to the employee.

### Unsatisfactory Patterns of Attendance

When an employee has displayed an unsatisfactory pattern of attendance, the supervisor will first address the issue with the employee orally followed by a written summary of the conversation in an attempt to rectify the unsatisfactory attendance. If the unsatisfactory attendance is not improved upon, the supervisor will issue letters of warning, then letters of reprimand to the employee accordingly.

If these remedies fail to improve the unsatisfactory attendance, further disciplinary actions are to be taken to include recommendations for suspension, dismissal, or non-renewal of an employment contract. For non-probationary employees, unsatisfactory attendance for any one contract year does not constitute a pattern, and extenuating circumstances may apply. Therefore, supervisors are to review an employee's attendance over a three-year period before making a recommendation of suspension, dismissal, or non-renewal of an employment contract on the basis of unsatisfactory attendance.

### Types of Leave

#### Sick Leave

##### *Purpose and Earning of Sick Leave*

The purpose of sick leave is to ensure the employee receives earned pay during an absence from work due to personal illness or injury, or to assist an ailing family member. Hybrid Plan Members may not utilize sick leave days during periods of income replacement while out of work on short term disability with C.C.P.S. short-term disability provider.

Sick leave days earned by full-time employees will be as follows:

10-month employees -- 10 days sick leave per year

11-month employees -- 11 days sick leave per year

12-month employees -- 12 days sick leave per year

Employees eligible for sick leave are permitted an unlimited accumulation of that sick leave effective July 1, 1989.

##### *Procedures*

Employees shall notify their immediate supervisor of the need for sick leave as soon as possible in the case of an unexpected illness or injury in accordance with procedures set by their supervisor. Upon returning to work the employee must immediately complete the C.C.P.S. sick leave form for processing. If sick leave is being taken in a circumstance known in advance (scheduled medical exam, procedure, or surgery), prior notice to the supervisor and completion of the employee leave form in advance is requested.

##### *Invocation of Family Medical Leave (F.M.L.A.)*

The Family Medical Leave Act (F.M.L.A.) is a federal law that provides protection for an employees' employment status when circumstances require an employee to be absent from work for their own medical reasons or that of family members. F.M.L.A is applicable up to 12 weeks figured on a rolling year. See G CBD. F.M.L.A. does not guarantee any paid leave to the employee not earned with the employer.

Once it is known to the employee that sick leave will extend beyond 3 consecutive working days, the employee will notify their supervisor, and then the employee is to notify the Human Resources Department so that Family Medical Leave may be applied. If the employee is indisposed, the supervisor must notify the Human Resources Department that the employee will be out for more than three (3)



consecutive days. Sick leave designated as F.M.L.A. will run concurrently with sick leave, with paid leave awarded as appropriate. The employee must submit completed F.M.L.A. forms and certifications to the

Human Resources Department at the attention of the Benefits Administrator. See GCBE-Family Medical Leave

#### *Maternity/Paternity Leave*

Pregnancy complications, the birth or adoption of a child are circumstances that are eligible for sick leave under F.M.L.A. Sick leave may not be utilized during instances when an employee is receiving income replacement while out of work with C.C.P.S. short-term disability provider. Maternity or paternity leave, like all other F.M.L.A is limited to 12 weeks per rolling year, and is paid to the extent that the employee has available sick leave on their account or is entitled to short term disability income replacement with VLDP. See GCBE-Family Medical Leave.

#### *Doctor's Documentation or Examination*

Under the School Board's authority, the Superintendent or designee reserves the right to require a doctor's documentation to verify an illness, injury, or incapacity at any time, particularly in cases when the sick leave exceeds five (5) work days, or when sick leave is taken the day before or after a local, state or national holiday or scheduled school break as established by the School Board or the Superintendent. The documentation is to accompany the C.C.P.S. leave request form for processing. The School Board also reserves the right to require an employee to be examined by a doctor of the Board's choosing at the Board's expense.

#### *Transfer of Leave*

The Culpeper County School Board understands that circumstances arise in which C.C.P.S. employees have invoked Family Medical Leave, but do not have available paid leave, and are not entitled to short term disability income replacement with C.C.P.S. short term-disability provider. Therefore, C.C.P.S. employees may receive donations of leave from other willing C.C.P.S. employees to cover unpaid absences to the extent possible. C.C.P.S employees may donate up to 10 annual vacation, personal, or sick days per contract year to another specified CCPS employee. Donations will be transferred only for a specific purpose that falls under F.M.L.A. guidelines to include a catastrophic illness, injury, or incapacity affecting the employee or their immediate family member, maternity or paternity leave up to 12 weeks per rolling year. The employee transferring their leave will have the specified number of days deducted from their account and transferred to the employee they designate to receive the donation. Donated leave will be transferred in the order that the donation leave request form is processed in Human Resources. Any donated leave that is unused by the recipient will be returned to donors at the end of the F.M.L.A. period.

#### Personal Leave

Each full-time employee is entitled to two (2) days per year of personal leave, one awarded each semester. Unused personal leave may be accumulated to a total of five (5) days. Unused personal leave accumulated over five (5) days will convert to sick leave days on a one (1) day for one (1) day basis.

Personal leave may be taken during the year under the following conditions:

- For emergencies - At any time
- For other uses - Two days' notice shall be given the principal or supervisor

Requests to use personal leave will NOT be approved, unless there are extenuating reasons, during the following periods:

1. The first ten (10) instructional days and the last ten (10) instructional days of the school year.
2. The day before or the day after a local, state, or national holiday or scheduled break as established and announced by the School Board and/or, the Superintendent.

If it is necessary for an employee to request personal leave during these restricted periods, a written detailed statement setting forth the extenuating reasons justifying the request must be submitted to their supervisor, to be forward to the Director of Human Resources at least 30 days prior to the date the requested personal leave will begin.

No more than five percent (5%) of the employees in each building or department may take personal leave on any given day, and personal leave will be approved in advance by the supervisor on a first-come, first served basis.

#### Professional Development Leave

Upon the recommendation of their supervisor and the approval of the Director of Human Resources, employees may be granted leave without loss of pay to participate in professional development activities to include trainings, in-services, peer observation, workshops, conferences, meetings, and/or other activities dedicated to improvement of the knowledge and skills of the employee.

When an employee is requesting leave for professional development and/or is seeking reimbursement from the School Board for expenses associated with the leave, a CCPS leave form must be submitted to the supervisor and then forward to the Human Resources Department prior to the leave being taken so the budget can be reviewed to determine if funding is available. The hiring of substitutes for staff participating in professional development is also contingent upon adequate funding. The person(s) responsible for funding the costs associated with professional development leave will need to sign the C.C.P.S. leave form in the appropriate area. *Requests for professional leave processed after the fact may not be approved and reimbursement may be denied.*

#### Civil Leave

Employees of the Culpeper County Public School System may be granted civil leave, with or without pay as provided herein, for contracted workdays to serve on jury duty, to serve as a subpoenaed witness or as otherwise summoned to appear in court cases, or to attend to job-related legal proceedings or administrative hearings. The school system reserves the right to make personnel changes as necessary to substitute temporarily for employees on civil leave, or to otherwise carry out the operations of the school system.

1. Approval – The superintendent or designee shall have approval authority to grant civil leave for school division employees. A civil leave request shall be completed and submitted to the Human Resources

Department, along with any summons received, if applicable. The Human Resources Department shall forward civil leave requests to the Superintendent or designee.

2. Pay Status – Civil leave for jury duty, for subpoenaed testimony in a court of law, and for job related legal proceedings or administrative hearings shall be granted with pay. If the leave is for the purpose of attending to personal legal transactions, leave will be without pay, unless the employee elects to use his/her accumulated personal or annual vacation leave for such purpose and such leave is approved with the corresponding leave provisions of this regulation. A legal matter is personal when the employee is the plaintiff or complainant, or the defendant or respondent in a civil or criminal matter not arising out of the performance of his/her employment in conformance with School Board policy. If an employee receives paid civil leave for the reasons described in this policy, the employee agrees that his/her pay will be reduced by the amount of any witness or jury duty fee received excluding any mileage reimbursement/allowance.

Bereavement Leave

Employees may be absent without loss of pay and without any leave deduction in the case of the death of a mother, father, husband, wife, child, brother, sister, grandparents, or spouse’s immediate family for a period not to exceed three (3) days per occurrence. Realizing that other deceased family members who have not been previously described may be equally close to the employee as those relationships noted above, the employee may request bereavement leave. Such requests will be evaluated by the Director of Human Resources who shall have the discretion to grant or deny such requests based on the particular facts and circumstances of each request. Additional days of leave associated with all other funerals shall be charged to personal leave or annual vacation leave or will be unpaid if no such leave is available.

Extenuating circumstances might require extended leave beyond the 3 days allotted, such circumstances must be brought to the attention of the Director of Human Resources who shall have the discretion to grant or deny extended bereavement leave based on the particular facts and circumstances of each request.

Annual Vacation Leave

*Earning and Accumulating Annual Vacation Leave*

All 12-month employees are eligible to earn annual vacation leave in the following manner.

Length of Employment Days	Earned Monthly	Yearly Total	Maximum Roll Over
0-5 Years	1.0 Day	12 Days	24 Days
6-10 Years	1.25 Days	15 Days	30 Days
11-15 Years	1.5 Days	18 Days	36 Days
16+ Years	1.75 Days	21 Days	42 Days

Annual vacation leave is earned monthly beginning July 1 of each year. Eligible persons employed after that date will have their annual vacation leave prorated by month. For persons within Culpeper County Schools transferring to a 12-month position from a position not earning annual vacation leave, or for

persons newly hired to Culpeper County Public Schools, 50 percent of the prior years of service will be credited for the purpose of determining the employee's earned monthly annual vacation leave days.

Any days beyond the number shown above in the Maximum Roll-Over column remaining on June 30 will be forfeited. However, an employee may request additional rollover by demonstrating special circumstances that prevented him/her from using their annual vacation leave. The superintendent will

review the request and may approve no more than one year's earned leave plus the roll over beyond the maximum number of days shown above.

Twelve-month employees may be entitled to additional paid holidays as awarded by the school board that are NOT counted against any earned annual vacation or personal leave.

#### *Procedures for Taking Annual Vacation Leave*

Annual vacation leave may be used only with prior approval by the employee's immediate supervisor, in increments of half or whole days. Annual vacation leave requests will be made by completing Form GCBD-E1. While supervisors will make every effort to accommodate the timing of an employee's annual vacation leave request, the timing of an employee's use of annual vacation leave must not unduly interfere with the instructional and operational needs of requirements of the school division. Annual leave may not be used to supplement income replacement during short term disability with C.C.P.S short-term disability provider.

#### *Annual Vacation Leave Status upon Resignation or Retirement*

Upon retirement or resignation from Culpeper County Public Schools, employees will be compensated at their per diem rate for any unused annual vacation leave. The maximum annual vacation leave to be paid upon resignation or retirement is the accrued roll-over amount and plus any leave earned in the current contract year. (Ex: an employee with 42 days of roll-over who also earned 21 days for the year of their resignation or retirement would have a compensation of 63 days of per diem pay upon separation.)

#### *Exchange of Days*

When a 12-month employee is required to work on a scheduled holiday by his/her supervisor or chooses to do so with the supervisor's approval, the employee may request to receive credit for a day of annual vacation leave by completing form GCBD/GDBD-E2.

#### Leave of Absence without Pay

##### *Eligibility*

Full-time employees who have completed their probationary periods are eligible to apply for a leave of absence without pay.

##### *Purpose*

Extended leave may be granted to eligible employees for the following reasons:

- a) Professional full-time study;
- b) Personal family responsibility;

- c) Foreign teaching assignments or exchange teaching; service in the Teacher Corps, VISTA or the Peace Corps; and for any other reasonable purpose;
- d) Observance of religious holidays; and
- e) A qualifying circumstance under the Family and Medical Leave Act or the employee's debilitating or life-threatening illness or injury.

Employees who have not completed probationary periods of employment are eligible to apply for a leave of absence without pay for the employee's own debilitating or life-threatening illness or injury.

#### *Duration*

All employees may be granted a leave of absence for up to one school year. An employee on a leave of absence must notify the Director of Human Resources in writing before April 1 of his or her intent to return to a comparable position for the next school year.

#### *Process*

- a) The degree to which a requested leave of absence impacts students, school programs, or school operations shall be carefully considered throughout the leave request and approval process.
- b) Requests for leave of absences must be submitted in writing to the appropriate supervisor or principal.
- c) The principal/supervisor shall review the employee's leave request and make a recommendation regarding how the request impacts the operation of the school or department. The principal or supervisor shall forward the employee's leave request and his or her recommendation to the Director of Human Resources.
- d) The Director of Human Resources shall review the employee's leave request and the principal's or supervisor's recommendation. The Director of Human Resources shall approve or deny the employee's leave request and communicate, in writing, the decision to the employee. If the leave request is denied, the employee shall also be notified that a written appeal may be submitted to the Superintendent.
- e) The Superintendent shall review all employee leave requests approved by the Director of Human Resources and consider all appeals. Leave requests denied by the Superintendent shall be communicated, in writing, to the employee. Leave requests recommended by the Superintendent shall be sent to the School Board for consideration.
- f) All leaves of absences must be approved by the School Board.
- g) If the employee's request for a leave of absence is not approved, the reasons shall be provided, in writing, within five (5) days after the decision of the Board.

#### Pay Deductions

#### *Benefits*

- a) When granted a leave of absence by the School Board, an employee is guaranteed reemployment in a comparable position as long as the terms of the leave have been complied with. Exceptions to this

guarantee may be made in cases if a reduction-in-force has occurred during the leave of absence. A comparable position is not necessarily the same one the employee had before the leave.

- b) Employees on leaves of absences shall retain all accrued sick leave and annual leave, if applicable, but shall not accumulate any leave under this regulation during the leave of absence.
- c) Employees on leaves of absences may pre-pay their life insurance in advance of their last pay check if they wish to be covered by life insurance during this leave. Such life insurance coverage shall not exceed twelve (12) calendar months.
- d) Employees on leaves of absences may retain their health coverage by paying the full cost of the premium for their coverage while on leave.
- e) Extended leave shall not count as an additional year of experience for salary purposes.

If a C.C.P.S. employee is absent from work in excess of their earned sick, personal, or annual vacation leave days, pay equal to the excess of days absent shall be deducted from the employee's check. This applies to situations under F.M.L.A. in addition to those circumstances in which F.M.L.A does not apply. The employee may request that unearned leave days be advanced within the current contract year. The Director of Human Resources shall have the discretion to grant or deny the advancement of leave based on the particular facts and circumstances of each request.

Incentive for Perfect Attendance

Any employee attaining perfect attendance during the fiscal year (July 1-June 30) will be awarded one additional personal day. *Perfect attendance is defined as having no absences requiring the use of sick leave.* The additional personal day will be added to the employee's account for the succeeding year.

- Approved: March 7, 2005
  - Amended: October 3, 2008
  - Amended: June 12, 2009
  - Amended: August 25, 2009
  - Amended: March 23, 2010
  - Amended: November 11, 2013
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Superintendent Signature

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Date

## STAFF ATTENDANCE AND LEAVE Non-VRS Hybrid Plan Members

### Attendance Expectations

Satisfactory attendance is a minimum expectation for all employees. In order to maintain quality instructional programs and to promote the health and safety of students and staff, absences from work are to be minimized to the extent possible. Frequent daily absences, late arrivals or early departures from the work site, excessive breaks or other interruptions to normal work schedules are grounds for disciplinary action, including suspension, dismissal, or non-renewal of employment contracts.

### Employee Responsibilities

All employees are responsible for reading, understanding, and adhering to the employee attendance and leave policies, regulations, and procedures of Culpeper County Public Schools. Employees are to use the appropriate type of leave based on its purpose, following the procedures as set by the Culpeper County School Board, the Division Superintendent, the Human Resources Department, or their immediate supervisor. For employees for whom the securing of a substitute employee is necessary, the employee will notify their supervisor in accordance with established procedures. Where applicable, employees will provide necessary lesson plans or other instructions for the substitute in order to maximize the substitute's effectiveness and to minimize the disruption caused by the employee's absence. The employee will use the established procedures securing permission for leave. That procedure includes using the eSchool Solutions system for obtaining a substitute where appropriate.

### Supervisor's Responsibilities

Supervisors are to inform employees of Culpeper County Public Schools attendance and leave policies and regulations, and the procedures for taking leave. Supervisors are to monitor each employee's attendance monthly for unsatisfactory attendance to include frequent absences, late arrivals to work, early departures, and excessive use of breaks. Employees will be evaluated in terms of attendance annually, with supervisors noting any areas of concern specifically. This does not preclude a supervisor, regardless of the period of time, to note that the employee has displayed an unsatisfactory pattern of attendance and taking appropriate action. Judgments about employee attendance shall be made on consistent criteria in accordance with all federal and state labor laws and regulations, and the policies and regulations of Culpeper County Public Schools. For employees for whom the securing of a substitute employee is necessary, the supervisor shall verify the securing of an adequate substitute as soon as notification of the employee's absence is known. Monitoring the use of the eSchools Solutions system is the responsibility of the supervisor as applicable to the employee.

### Unsatisfactory Patterns of Attendance

When an employee has displayed an unsatisfactory pattern of attendance, the supervisor will first address the issue with the employee orally followed by a written summary of the conversation in an attempt to rectify the unsatisfactory attendance. If the unsatisfactory attendance is not improved upon, the supervisor will issue letters of warning, then letters of reprimand to the employee accordingly.

If these remedies fail to improve the unsatisfactory attendance, further disciplinary actions are to be taken to include recommendations for suspension, dismissal, or non-renewal of an employment contract. For non-probationary employees, unsatisfactory attendance for any one contract year does not constitute a pattern, and extenuating circumstances may apply. Therefore, supervisors are to review an employee's attendance over a three-year period before making a recommendation of suspension, dismissal, or non-renewal of an employment contract on the basis of unsatisfactory attendance.

### Types of Leave

#### Sick Leave

##### *Purpose and Earning of Sick Leave*

The purpose of sick leave is to ensure the employee receives earned pay during an absence from work due to personal illness or injury, or to assist an ailing family member.

Sick leave days earned by full-time employees will be as follows:

10-month employees -- 10 days sick leave per year

11-month employees -- 11 days sick leave per year

12-month employees -- 12 days sick leave per year

Employees eligible for sick leave are permitted an unlimited accumulation of that sick leave effective July 1, 1989.

##### *Procedures*

Employees shall notify their immediate supervisor of the need for sick leave as soon as possible in the case of an unexpected illness or injury in accordance with procedures set by their supervisor. Upon returning to work the employee must immediately complete the C.C.P.S. sick leave form for processing. If sick leave is being taken in a circumstance known in advance (scheduled medical exam, procedure, or surgery), prior notice to the supervisor and completion of the employee leave form in advance is requested.

##### *Invocation of Family Medical Leave (F.M.L.A.)*

The Family Medical Leave Act (F.M.L.A.) is a federal law that provides protection for an employees' employment status when circumstances require an employee to be absent from work for their own medical reasons or that of family members. F.M.L.A is applicable up to 12 weeks figured on a rolling year. See G CBD. F.M.L.A. does not guarantee any paid leave to the employee not earned with the employer.

Once it is known to the employee that sick leave will extend beyond 3 consecutive working days, the employee will notify their supervisor, and then the employee is to notify the Human Resources Department so that Family Medical Leave may be applied. If the employee is indisposed, the supervisor must notify the Human Resources Department that the employee will be out for more than three (3) consecutive days. Sick leave designated as F.M.L.A. will run concurrently with sick leave, with paid leave awarded as appropriate. The employee must submit completed F.M.L.A. forms and certifications to the



Human Resources Department at the attention of the Benefits Administrator. See GCBE-Family Medical Leave

#### *Maternity/Paternity Leave*

Pregnancy complications, the birth or adoption of a child are circumstances that are eligible for sick leave under F.M.L.A. Maternity or paternity leave, like all other F.M.L.A is limited to 12 weeks per rolling year, and is paid to the extent that the employee has available sick leave on their account. See GCBE-Family Medical Leave.

#### *Doctor's Documentation or Examination*

Under the School Board's authority, the Superintendent or designee reserves the right to require a doctor's documentation to verify an illness, injury, or incapacity at any time, particularly in cases when the sick leave exceeds five (5) work days, or when sick leave is taken the day before or after a local, state or national holiday or scheduled school break as established by the School Board or the Superintendent. The documentation is to accompany the C.C.P.S. leave request form for processing. The School Board also reserves the right to require an employee to be examined by a doctor of the Board's choosing at the Board's expense.

#### *C.C.P.S Sick Leave Bank*

Employees may participate in an approved sick leave bank provided they meet the requirements described in regulations as approved by the School Board or Superintendent. The C.C.P.S. sick leave bank operates through the voluntary donation of sick days by its members for the use of any member for cases of catastrophic illness, injury, or incapacity affecting the employee after all their own sick and personal leave is exhausted. Please note: The sick leave bank is not available for illnesses of other family members, nor for maternity or paternity leave. (See Sick Leave Bank – GCBD-R2)

#### *Transfer of Leave*

The Culpeper County School Board understands that circumstances arise in which C.C.P.S. employees have invoked Family Medical Leave, but do not have available paid leave, are not receiving income replacement from C.C.P.S. short-term disability provider, and are unable to access the sick leave bank to cover all necessary absences with pay. Therefore, C.C.P.S. employees may receive donations of leave from other willing C.C.P.S. employees to cover unpaid absences to the extent possible. C.C.P.S employees may donate up to 10 annual vacation, personal, or sick days per contract year to another specified CCPS employee. Donations will be transferred only for a specific purpose that falls under F.M.L.A. guidelines to include a catastrophic illness, injury, or incapacity affecting the employee or their immediate family member, maternity or paternity leave up to 12 weeks per rolling year. The employee transferring their leave will have the specified number of days deducted from their account and transferred to the employee they designate to receive the donation. Donated leave will transferred in the order that the donation leave request form is processed in Human Resources. Any donated leave that is unused by the recipient will be returned to donors at the end of the F.M.L.A. period.

#### Personal Leave

Each full-time employee is entitled to two (2) days per year of personal leave, one awarded each semester. Unused personal leave may be accumulated to a total of five (5) days. Unused personal leave accumulated over five (5) days will convert to sick leave days on a one (1) day for one (1) day basis.

Personal leave may be taken during the year under the following conditions:

- For emergencies - At any time
- For other uses - Two days' notice shall be given the principal or supervisor

Requests to use personal leave will NOT be approved, unless there are extenuating reasons, during the following periods:

1. The first ten (10) instructional days and the last ten (10) instructional days of the school year.
2. The day before or the day after a local, state, or national holiday or scheduled break as established and announced by the School Board and/or, the Superintendent.

If it is necessary for an employee to request personal leave during these restricted periods, a written detailed statement setting forth the extenuating reasons justifying the request must be submitted to their supervisor, to be forward to the Director of Human Resources at least 30 days prior to the date the requested personal leave will begin.

No more than five percent (5%) of the employees in each building or department may take personal leave on any given day, and personal leave will be approved in advance by the supervisor on a first-come, first served basis.

#### Professional Development Leave

Upon the recommendation of their supervisor and the approval of the Director of Human Resources, employees may be granted leave without loss of pay to participate in professional development activities to include trainings, in-services, peer observation, workshops, conferences, meetings, and/or other activities dedicated to improvement of the knowledge and skills of the employee.

When an employee is requesting leave for professional development and/or is seeking reimbursement from the School Board for expenses associated with the leave, a CCPS leave form must be submitted to the supervisor and then forward to the Human Resources Department prior to the leave being taken so the budget can be reviewed to determine if funding is available. The hiring of substitutes for staff participating in professional development is also contingent upon adequate funding. The person(s) responsible for funding the costs associated with professional development leave will need to sign the C.C.P.S. leave form in the appropriate area. *Requests for professional leave processed after the fact may not be approved and reimbursement may be denied.*

#### Civil Leave

Employees of the Culpeper County Public School System may be granted civil leave, with or without pay as provided herein, for contracted workdays to serve on jury duty, to serve as a subpoenaed witness or as otherwise summoned to appear in court cases, or to attend to job-related legal proceedings or

administrative hearings. The school system reserves the right to make personnel changes as necessary to substitute temporarily for employees on civil leave, or to otherwise carry out the operations of the school system.

1. Approval – The superintendent or designee shall have approval authority to grant civil leave for school division employees. A civil leave request shall be completed and submitted to the Human Resources Department, along with any summons received, if applicable. The Human Resources Department shall forward civil leave requests to the Superintendent or designee.

2. Pay Status – Civil leave for jury duty, for subpoenaed testimony in a court of law, and for job related legal proceedings or administrative hearings shall be granted with pay. If the leave is for the purpose of attending to personal legal transactions, leave will be without pay, unless the employee elects to use his/her accumulated personal or annual vacation leave for such purpose and such leave is approved with the corresponding leave provisions of this regulation. A legal matter is personal when the employee is the plaintiff or complainant, or the defendant or respondent in a civil or criminal matter not arising out of the performance of his/her employment in conformance with School Board policy. If an employee receives paid civil leave for the reasons described in this policy, the employee agrees that his/her pay will be reduced by the amount of any witness or jury duty fee received excluding any mileage reimbursement/allowance.

#### Bereavement Leave

Employees may be absent without loss of pay and without any leave deduction in the case of the death of a mother, father, husband, wife, child, brother, sister, grandparents, or spouse's immediate family for a period not to exceed three (3) days per occurrence. Realizing that other deceased family members who have not been previously described may be equally close to the employee as those relationships noted above, the employee may request bereavement leave. Such requests will be evaluated by the Director of Human Resources who shall have the discretion to grant or deny such requests based on the particular facts and circumstances of each request. Additional days of leave associated with all other funerals shall be charged to personal leave or annual vacation leave or will be unpaid if no such leave is available.

Extenuating circumstances might require extended leave beyond the 3 days allotted, such circumstances must be brought to the attention of the Director of Human Resources who shall have the discretion to grant or deny extended bereavement leave based on the particular facts and circumstances of each request.

#### Annual Vacation Leave

##### *Earning and Accumulating Annual Vacation Leave*

All 12-month employees are eligible to earn annual vacation leave in the following manner.

Length of Employment Days	Earned Monthly	Yearly Total	Maximum Roll Over
0-5 Years	1.0 Day	12 Days	24 Days
6-10 Years	1.25 Days	15 Days	30 Days
11-15 Years	1.5 Days	18 Days	36 Days
16+ Years	1.75 Days	21 Days	42 Days

Annual vacation leave is earned monthly beginning July 1 of each year. Eligible persons employed after that date will have their annual vacation leave prorated by month. For persons within Culpeper County Schools transferring to a 12-month position from a position not earning annual vacation leave, or for persons newly hired to Culpeper County Public Schools, 50 percent of the prior years of service will be credited for the purpose of determining the employee's earned monthly annual vacation leave days.

Any days beyond the number shown above in the Maximum Roll-Over column remaining on June 30 will be forfeited. However, an employee may request additional rollover by demonstrating special circumstances that prevented him/her from using their annual vacation leave. The superintendent will review the request and may approve no more than one year's earned leave plus the roll over beyond the maximum number of days shown above.

Twelve-month employees may be entitled to additional paid holidays as awarded by the school board that are NOT counted against any earned annual vacation or personal leave.

#### *Procedures for Taking Annual Vacation Leave*

Annual vacation leave may be used only with prior approval by the employee's immediate supervisor, in increments of half or whole days. Annual vacation leave requests will be made by completing Form G CBD E1. While supervisors will make every effort to accommodate the timing of an employee's annual vacation leave request, the timing of an employee's use of annual vacation leave must not unduly interfere with the instructional and operational needs of requirements of the school division.

#### *Annual Vacation Leave Status upon Resignation or Retirement*

Upon retirement or resignation from Culpeper County Public Schools, employees will be compensated at their per diem rate for any unused annual vacation leave. The maximum annual vacation leave to be paid upon resignation or retirement is the accrued roll-over amount and plus any leave earned in the current contract year. (Ex: an employee with 42 days of roll-over who also earned 21 days for the year of their resignation or retirement would have a compensation of 63 days of per diem pay upon separation.)

#### *Exchange of Days*

When a 12-month employee is required to work on a scheduled holiday by his/her supervisor or chooses to do so with the supervisor's approval, the employee may request to receive credit for a day of annual vacation leave by completing form G CBD/G DBD-E2.

#### Leave of Absence without Pay

##### *Eligibility*

Full-time employees who have completed their probationary periods are eligible to apply for a leave of absence without pay.

##### *Purpose*

Extended leave may be granted to eligible employees for the following reasons:

- a) Professional full-time study;
- b) Personal family responsibility;

- c) Foreign teaching assignments or exchange teaching; service in the Teacher Corps, VISTA or the Peace Corps; and for any other reasonable purpose;
- d) Observance of religious holidays; and
- e) A qualifying circumstance under the Family and Medical Leave Act or the employee's debilitating or life-threatening illness or injury.

- Employees who have not completed probationary periods of employment are eligible to apply for a leave of absence without pay for the employee's own debilitating or life-threatening illness or injury.

#### *Duration*

All employees may be granted a leave of absence for up to one school year. An employee on a leave of absence must notify the Director of Human Resources in writing before April 1 of his or her intent to return to a comparable position for the next school year.

#### *Process*

- a) The degree to which a requested leave of absence impacts students, school programs, or school operations shall be carefully considered throughout the leave request and approval process.
- b) Requests for leave of absences must be submitted in writing to the appropriate supervisor or principal.
- c) The principal/supervisor shall review the employee's leave request and make a recommendation regarding how the request impacts the operation of the school or department. The principal or supervisor shall forward the employee's leave request and his or her recommendation to the Director of Human Resources.
- d) The Director of Human Resources shall review the employee's leave request and the principal's or supervisor's recommendation. The Director of Human Resources shall approve or deny the employee's leave request and communicate, in writing, the decision to the employee. If the leave request is denied, the employee shall also be notified that a written appeal may be submitted to the Superintendent.
- e) The Superintendent shall review all employee leave requests approved by the Director of Human Resources and consider all appeals. Leave requests denied by the Superintendent shall be communicated, in writing, to the employee. Leave requests recommended by the Superintendent shall be sent to the School Board for consideration.
- f) All leaves of absences must be approved by the School Board.
- g) If the employee's request for a leave of absence is not approved, the reasons shall be provided, in writing, within five (5) days after the decision of the Board.

#### *Benefits*

- a) When granted a leave of absence by the School Board, an employee is guaranteed reemployment in a comparable position as long as the terms of the leave have been complied with. Exceptions to this guarantee may be made in cases if a reduction-in-force has occurred during the leave of absence. A comparable position is not necessarily the same one the employee had before the leave.
- b) Employees on leaves of absences shall retain all accrued sick leave and annual leave, if applicable, but shall not accumulate any leave under this regulation during the leave of absence.

- c) Employees on leaves of absences may pre-pay their life insurance in advance of their last pay check if they wish to be covered by life insurance during this leave. Such life insurance coverage shall not exceed twelve (12) calendar months.
- d) Employees on leaves of absences may retain their health coverage by paying the full cost of the premium for their coverage while on leave.
- e) Extended leave shall not count as an additional year of experience for salary purposes.

Pay Deductions

If a C.C.P.S. employee is absent from work in excess of their earned sick, personal, or annual vacation leave days, pay equal to the excess of days absent shall be deducted from the employee's check. This applies to situations under F.M.L.A. in addition to those circumstances in which F.M.L.A does not apply. The employee may request that unearned leave days be advanced within the current contract year. The Director of Human Resources shall have the discretion to grant or deny the advancement of leave based on the particular facts and circumstances of each request.

Incentive for Perfect Attendance

Any employee attaining perfect attendance during the fiscal year (July 1-June 30) will be awarded one additional personal day. *Perfect attendance is defined as having no absences requiring the use of sick leave.* The additional personal day will be added to the employee's account for the succeeding year.

Approved: March 7, 2005  
Amended: October 3, 2008  
Amended: June 12, 2009  
Amended: August 25, 2009  
Amended: March 23, 2010  
Amended: November 11, 2013

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Superintendent Signature

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Date

## SICK LEAVE BANK PROCEDURES

1. The School Board will establish a sick leave bank if as many as 150 full-time employees agree to participate in accordance with the terms listed below.
2. VRS Hybrid Plan Members are not eligible to participate.
3. After joining the sick leave bank, there will be a six-month waiting period for pre-existing or known conditions. The sick leave bank is to be used by members when incapacitated by long-term illness or injury. (A serious illness is one which requires hospitalization or long-term recuperation of the member, e.g., pneumonia, hepatitis, recovery from surgery, etc.)
4. Participation is voluntary on the part of the employee. Eligible employees must submit a written request with a doctor's confirmation of the serious illness, the member's inability to work because of the illness, and the prognosis for the member's return to work.
5. Employees may enroll by donating one (1) day of sick leave each school year until the employee has contributed a maximum of eight (8) days to the bank.
6. No member of the bank shall be granted leave until his/her own sick and personal leave is depleted.
7. The first days of illness not covered by accumulated sick leave will not be covered by the bank as follows:

(NUMBER OF DAYS OF DOCKED PAY ONE MUST TAKE BETWEEN THE END OF ONE'S SICK AND PERSONAL LEAVE AND THE BEGINNING OF SICK LEAVE BANK DAYS)

Years of Experience in Culpeper	Number of Docked Days
0-7	5
8-11	4
12-15	2.5
16 and more	0

Annual leave may be used at the option of the employee to cover part or all of these days.

8. A maximum of forty-five (45) days each school year can be withdrawn by a member meeting the requirements.
9. Participating members must return to work and meet the requirements of statements 5 and 6 above before borrowing from the bank again.
10. Members using sick leave days from the bank will have to replace the eight (8) days per statement 4.

- 11. Employees who are receiving workers compensation may not use sick leave bank days.
- 12. Termination of employment or retirement will not permit an employee to withdraw his/her days previously contributed.
- 13. Members of the bank shall be assessed one (1) day of sick leave in addition to the annual contribution if the bank falls below five hundred (500) days. A member may withdraw from the bank if he/she does not accept the second assessment, but shall lose all contributed days to that point. Members who have no leave to contribute will be assessed the following October 1.

Upon notification, every member will be reassessed an extra day the following year if the bank goes below 500 days. This would be called an emergency assessment; no employee could be assessed more than one (1) emergency day per year.

There will be a top cap of sick leave bank days at five times the number of members in any given year.

Employees who want to buy "in full" into the sick leave bank, and have contributed some days but not eight (8) days, may do so at double the remaining needed days:

Needed Days	Must Contribute Days
1	2
2	4
3	6
4	8
5	10
6	12
7	14

- 14. The bank will carry over its total days from one school year to the next.
- 15. Enrollment periods shall be July 1 through September 30, except in the case of persons contracted after October 1, who shall have thirty (30) days to enroll.
- 16. The School Board shall maintain a current list of bank members and the list will be made available to each building principal no later than November 1 of each school year.
- 17. A three-member committee consisting of the Director of Human Resources and two (2) members of the sick leave bank will review all requests and make recommendations to the Division Superintendent. The members of the committee will be selected annually by a drawing of sick leave bank members.
- 18. Inquiries and questions concerning the administration or the status of the sick leave bank at any given time should be directed to the Superintendent of Schools through the building principal.



Approved: July 31, 2002  
Amended: May 21, 2012  
Amended: November 11, 2013

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Superintendent Signature

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Date

## LEAVE POLICY FOR BUS DRIVERS

Bus drivers are part-time employees and shall earn sick leave and personal leave at half the rate of full-time employees. All other rules affecting the administration and accumulation of leave that apply to full-time employees shall apply to bus drivers.

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Approved: November 22, 2002

FAIR LABOR STANDARDS ACT (FLSA) COMPLIANCE

It is the policy of the Culpeper County School Board to comply with the Fair Labor Standards Act and all other laws regarding the payment of wages. Improper pay deductions of exempt employees as set forth in 29 Code of Federal Regulations 541.602 are prohibited. Employees will be reimbursed if any improper deductions are made.

Approved: April 11, 2006

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Legal Refs: Code of Virginia § 22.1-298, 22.1-299, and 22.1-299.3

## **PROFESSIONAL STAFF - LICENSES**

It is the responsibility of every professional employee to maintain proper licensure credentials as outlined by the Department of Education, Code of VA Section §22.1-298 and 22.1-299.

At such time any certified employee allows their license to expire if their employment continues with CCPS, they will immediately, upon date of expiration, be placed at the rate of pay of substitute teacher. Continued provision of benefits received as a certified employee, such as VRS, group life insurance and health insurance, if applicable, will be suspended until such time as they complete requirements and license is renewed by the Department of Education unless otherwise determined by the superintendent.

For new employees, eligible to obtain a license the length of time provided in the contract to obtain initial licensure is 90 days from the first day of school. If, after 90 days of employment, the employee has not provided an appropriate license, they will be placed at the rate of pay of long term substitute and lose benefits allowed to licensed employees, unless otherwise determined by the superintendent.

For new employees that are not immediately eligible for a license, the pay rate will be that of a long term substitute until license eligibility is obtained. If after 90 days of employment the employee is not eligible for a license, they will remain at the rate of pay of long term substitute and lose benefits allowed to licensed employees, unless otherwise determined by the superintendent.

Approved: April 10, 2006  
Amended: December 14, 2015

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PROFESSIONAL STAFF  
Employee Dress Standards

Culpeper County Public Schools employs professionals to do the work of the school division. The School Board recognizes that standards for professional dress may have become more flexible through the past few years. The Board values professional dress for employees as a means of promoting an overall culture of professionalism. Professional staff should be readily distinguished as professionals in their manner of dress.

1. All CCPS employees are expected to dress appropriately for a Pre K-12 educational environment. Any clothing that detracts from or disrupts the educational environment or that does not present a professional image is unacceptable.
  - a) Employees are expected to report for work each day in neat, clean attire that presents a professional image. Examples of clothing that do not present a professional image include but are not limited to clothing that exposes the midriff or undergarments, or could be considered sexually provocative (i.e. too tight, too low, too short).
  - b) Employees who are issued uniforms are required to wear them while on duty status. When employees report for work, their uniforms should be clean, neat and in good repair. Uniforms are the property of Culpeper County Public Schools and must be returned when the employee leaves CCPS service.
  - c) Employees are discouraged from displaying tattoos while at work.
  - d) Shoes need to be safe, attractive and promote a professional image.
2. Any employee who comes to work in clothing that does not meet the above standards may be required by his or her principal or department head to take immediate corrective action, which may include being asked to go home and change into appropriate attire. Annual, personal or leave without pay may be charged for time away from work.

Approved:            October 3, 2007

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PROFESSIONAL STAFF  
Safety Standards

1. Employees shall use provided safety equipment as required to insure safety in the performance of their duties. Such equipment includes hard hats, gloves, goggles, seat belts, etc. Failure to use provided safety equipment shall be considered negligence. If an injury occurs and provided safety equipment was not used, the negligent employee could be denied workers' compensation benefits and could be subject to disciplinary action, up to and including termination of employment.
2. All dress will adhere to safety standards and the employees will follow guidelines given by their supervisor.
3. Training will be provided to staff for appropriate use of safety equipment they are required to use.

Approved:     October 3, 2007

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PROFESSIONAL STAFF  
Code of Conduct

All employees of Culpeper County Public Schools will conduct themselves with professionalism at all times while in performance of their duties as representatives of Culpeper County Public Schools. Employees are expected to treat other staff, students, parents and community members with respect, and conduct their interactions with others in a positive manner. Employees are expected to exhibit high levels of professionalism in their personal grooming, dress, demeanor, and speech.

Employees are to provide truthful statements and accurate information to supervisors related to their job performance. Furthermore employees are to provide truthful statements to supervisors as to their knowledge of the activities or behavior of other school division employees, students, parents, or members of the public in matters covered under polices or regulations of the school division.

Approved:     October 3, 2007  
Amended:     April 13, 2010

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## HIRING PROCEDURES

The following is the process that must be followed for hiring procedures regarding administrators, teachers and classified personnel for the school year. The Superintendent shall approve any deviation from these procedures in advance.

1. The Superintendent will determine when a new position is approved. A job description will be developed with appropriate deadlines for posting, transfer considerations, and closing dates for applications.
2. All job postings will be given a posting number and placed on the school division's web page and hard copied to each site.
3. All postings will remain active for a minimum of five calendar days before being filled.
4. The principal/supervisor/Human Resources Director will select candidates to interview. After all candidates are interviewed by a team, a final candidate will be selected and a recommendation, using the Culpeper County Public Schools requisition forms, will be sent to the Director of Human Resources. No offer will be made until the Director reviews the requisition documents and make the offer.
5. All application packets must be received in the Human Resources office through the online application process, and confirmation will be given to applicants when application materials are received.
6. The Director of Human Resources will obtain an updated list of all active applicants that meet the criteria for the tentative position.
7. The principal/supervisor will review the list and will notify the director of Human Resources relative to the candidates selected for an interview.
8. As a reminder, each interview team is to meet prior to any interview to review the interview packet materials.
9. The principal/supervisor involved will compose the questions for the interview according to the requirements of the position job description with input from panel members, if necessary. The Director of Human Resources may provide any needed assistance. The scoring rubric (GCD-E1) will be used by the panel to rate the responses.
10. The team members shall keep anecdotal notes during the interview training session and during the interviews. The purpose of these notes is not to create a verbatim transcript, but to use as a method to assist team members in recalling the discussions/additional questions during the interview that are not necessarily a part of the prescribed interview questions. At the conclusion of the selection process all such documents will be sent to the office of Human Resources within one week where they are retained according to Library of Virginia Records and Retention guidelines.
11. Interview teams held for certified personnel will, at a minimum, include three people—the principal and/or assistant principal, a teacher who has reached continuing contract status, and other staff member. It is strongly recommended that a parent and/or community member also be included.
12. Interview teams for classified personnel will, at a minimum, include three people, including the principal/supervisor and other staff members.



13. The finalist is to be recommended to the Director of Human Resources on the Personnel Requisition forms (File: GCD-E2). Both pages need to be completed in full so that unsuccessful interviewees may be sent a letter from human resources notifying them of the action. No job promises are to be made to any applicants. The information is confidential and must be maintained as such. References must be thoroughly checked before the final selection is made. The purpose of the panel is to recommend a finalist to the Director of Human Resources.
14. Should any question arise, the Director of Human Resources will confer with the principal/supervisor and make recommendations to the superintendent. Those recommendations will be placed on the agenda of the next meeting of the School Board for approval.
15. All information obtained and discussed in the interview is highly confidential and must remain within the confines of the interview. All committee members are to be cautioned to keep confidentiality in mind. After the interview there should be no discussion of the applicants or the interview process.

#### CRIMINAL BACKGROUND CHECKS

Every new employee for Culpeper County Public Schools will undergo a criminal background check, which includes fingerprinting. The term “new employee” applies to all full- and part-time employees. As a school system, duty stems from our responsibility to the students. After making an offer of employment to an applicant whose criminal records reveal that he/she has been convicted of crime(s) involving sexual assault, obscenity, drugs, moral turpitude, or child abuse, the offer of employment will be revoked immediately in accordance with Virginia Code Ann. 22.1-307 and the applicant will be provided with the information that determined this action. Until reports are obtained, new employees should not be allowed to begin work if feasible.

1. The function of the record check is to enable schools to prevent unfit persons from access to students. When necessary, the law does not prevent schools from allowing employees to begin work PRIOR to obtaining a report. However, until a report is obtained, these employees should be carefully supervised.

Factors to consider when deciding whether to allow an employee to start prior to reviewing his/her criminal record:

1. The level of access the individual has to students.
2. The frequency and level of supervision over the individual, particularly in those situations where the individual has access to students;
3. The circumstances of the individual’s access to students; and
4. The potential harm that the individual may pose to students in this position.

**STATUTORY REQUIREMENTS FOR CRIMINAL BACKGROUND CHECKS:**  
Criminal Record Checks for Prospective Employees Virginia Code Ann. 22.1-296.2(A)

1. This section requires that School Boards condition offers of employment made to applicants on the applicants' submission to fingerprinting.
  - a) Fingerprinting requirement will apply to all new employees, whether full-time, part-time, permanent, or temporary.
  - b) The School Board may pay for all or a portion of the cost of the fingerprinting and/or obtaining criminal records check or may require the applicant to pay for these costs.
2. Those offered or accepting employment must also provide personal descriptive information in conjunction with their fingerprints to facilitate obtaining complete criminal records check.
3. The School Board must then send the fingerprints and personal descriptive information through the Central Criminal Records Exchange to the Federal Bureau of Investigation for the purpose of obtaining criminal history record information regarding the applicant.
  - a) The Central Criminal Records Exchange, upon receipt of notification that no record exists, shall report this information to the School Board.
  - b) If a record exists, the Criminal Records Exchange shall notify the School Board whether the applicant has ever been convicted of a felony or a misdemeanor involving:
    - i. Sexual assault as established in Article 7 (18.2-61 et seq.) of Chapter 4 of Title 18.2;
    - ii. Obscenity and related offenses as established in Article 5 (18.2-372 et seq.) of Chapter 8 of Title 18.2;
    - iii. Drugs as established in Article 1 (19.2-247 et seq.) of Chapter 7 of Title 18.2;
    - iv. Moral turpitude (A crime of moral turpitude has been described by the Supreme Court of Virginia as "an act of baseness, vileness, or depravity in the private and social duties which a man owes to his fellow man, or to society in general, contrary to the accepted and customary rule of right and duty between man and man." For example, misdemeanor crimes of moral turpitude are limited to those crimes involving lying, cheating, or stealing.); or
    - v. The physical or sexual abuse or neglect of a child; or an equivalent offense in another state.

The Director of Human Resources will have the responsibility of ensuring that all criminal background checks are obtained, reviewed, and acted upon.

Upon reports of criminal activity by current employees, school officials will take prompt, appropriate action.

- a. According to Virginia Code Ann. 22.1-307, teachers may be dismissed or placed on probation for, among other things:
  - i. Conviction of a felony; or
  - ii. Conviction of a crime of moral turpitude
- b. According to Virginia Code Ann. 22.1-315, employees arrested for sexual assault, obscenity,

drugs, crime of moral turpitude, or child abuse may be suspended immediately. Suspension may run until a finding is reached.

c. Reports of criminal activity on behalf of current employees may be received according to Virginia Code Ann. 19.2-83.1, which requires law enforcement officers to notify the division superintendent upon arresting an employee in any public school division for sexual assault, obscenity, drugs, crime of moral turpitude, or child abuse.

d. Reports of criminal activity are not limited to those provided by law enforcement officials.

- i. School officials have a duty to inquire into any alleged criminal activity upon notice.
- ii. School officials may reasonably delay suspending an employee until the alleged criminal charge or activity is confirmed.
- iii. Indications of criminal activity may arise from:
  - (a) Verbal reports from coworkers, students, parents, or other individuals; and
  - (b) Performance deficiencies such as attendance, punctuality, unexcused absences or poor work product.

Culpeper County Public Schools will respond to reports of criminal behavior. In order to properly respond to allegations of criminal or improper behavior, discretion is given to the School Board to determine the proper response. School officials may investigate to determine whether a current employee has been engaged in criminal activity.

a. Reasonable suspicion and random drug testing policies are legitimate means by which a school system may investigate criminal activity. Random and reasonable suspicion drug testing policies have been upheld when the School Board can articulate a compelling interest in support of the testing policy. If the compelling interest outweighs the employees' expectation of privacy, then the policy is not a violation of the fourth amendment. Compelling interests include maintaining the safe and efficient operation of schools, ensuring the physical safety of students, and decreasing the potential spread of drug use among students.

b. Upon suspicion of criminal activity, policy records may be searched.

c. Schools may increase supervision or monitor employees while at work to investigate whether the employee is engaged in criminal activity.

The Culpeper County Public School Board requires employees to disclose any arrests for sexual assault, obscenity, drugs, crime of moral turpitude, or child abuse.

a. An employee's failure to report may be grounds for discipline, up to and including discharge.

b. Employees who self report must be suspended or removed, as would any other employee. In order to facilitate compliance, the Culpeper County School Board will specifically charge the Director of Human Resources to ensure that all reports of criminal activity are acted upon.

All employees of Culpeper County Public Schools are instructed to report any criminal activity or improper activities of school employees to their principal/supervisor who will report it to the Superintendent.

Adopted: September 26, 2002  
Amended: June 22, 2009  
Amended: April 13, 2010

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Legal Refs.: Code of Virginia 1950, as amended, §§ 22.1-296.2 (A)(B); 22.1-307;  
22.1-315; 22.1-315; 19.2-83.1

### Extracurricular Activities Positions including Coaching Contracts

1. All vacant extracurricular activities positions are to be advertised.
2. Individuals employed by Culpeper County Public Schools who wish to be considered for vacant extracurricular activities contracted positions should submit a letter in writing to the principal of the school where the vacancy exists, expressing interest in the position. Individuals not employed by Culpeper County Public Schools who wish to be considered for vacant extracurricular activities supplemental positions should submit a Culpeper County application to the principal.
  - First priority is given to current employees within the school or applicants for full time positions at the school where the opening exists.
  - Second priority is given to other employees within the school division or retirees of Culpeper County Public Schools.
  - Third priority is given to applicants not employed by Culpeper County Public Schools.
3. The principal will forward a copy of the letter(s) or application(s) to the Director of Human Resources prior to conducting any interviews for the position. The principal will also notify the Director of Human Resources when interviews for the vacant extracurricular activities supplemental position are to be conducted.
4. A minimum of two applicants must be interviewed for each position. If there is only one applicant, then that person must be interviewed OR the position must be declared closed and re-advertised.
5. Once the principal has selected the individual to fill the extracurricular activities supplemental contracted position, he or she is to submit the name of the person to the Department of Human Resources via the personnel requisition form.
6. The following requirements must be met before an employee or other individual may be issued a contract for an extracurricular position:
  - High school athletic coaches and sponsors of extracurricular and co-curricular activities must satisfy the requirements of the Coaches Rule 27-2-1-4 of the Virginia High School League.
  - The person recommended by the principal for an extracurricular position must meet standard employment requirements as established by the Culpeper County School Board and the Code of Virginia.
7. Once all of the requirements for employment have been met, the director of Human Resources will place the name of the recommended person on the School Board agenda for approval. If the School Board approves the recommendation, a contract will be issued.
8. Extracurricular activities contracts are issued on an annual basis prior to the beginning of the sport season or activity for which the contract is issued. Whenever possible, principals should complete the process of making recommendations for extracurricular activities contracts no later than July 15 for fall sports, September 15 for winter sports and November 15 for spring sports prior to the school year for which the contracts are to be in effect.

9. All extracurricular activities contracts are good for a one-year period none of which are issued with an automatic renewal guarantee.

10. At the end of the sports season or activity, whichever is applicable for the supplement, the principal or designee shall meet with the person who was contracted for an extracurricular activity to evaluate the performance of the person and the program. As soon as possible, the principal will make a decision as to whether he or she plans to recommend the person for the position for the next year or to recommend non-renewal. If the principal's decision is not to recommend the person for another one-year contract, the principal will notify the person as soon as possible but not later than June 30 unless there are extenuating circumstances that would prohibit the principal from making the recommendation. Regardless, the recommendation to not renew for another contract must be made prior to the person's beginning the season or activity for the next year.

Approved: September 26, 2006  
Amended: January 30, 2008

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This regulation becomes effective for the 2008/2009 school year.

ASSIGNMENT AND TRANSFER

A. Assignment

The School Board of Culpeper County, Virginia shall assign all employees to positions in the school division.

B. Transfer

The Superintendent shall have authority to transfer personnel within the school division when such transfers will serve the best interests of the school division and the personnel involved.

The reasons for transfer shall be reasonable and shall be fully explained to personnel involved. However, no transfer or reassignment during a school year shall affect the salary of such employee for that school year. The wife or husband of a principal, assistant principal, or other supervisory staff should not be employed in a situation whereby his or her spouse is directly responsible for that employee's supervision.

C. Reorganization

The Superintendent shall have the authority to reorganize the delivery of services within the school division subject to the concurrence of the school board. If such reorganization affects an employee in that his/her position is changed or eliminated, applicable regulations such as those relating to reclassification or reduction in force will apply.

Approved: May 2, 2006  
Amended: May 12, 2008

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Legal Ref: Code of Virginia, 1950 as amended, Section 22.1-297, §§ 22.1-293,

## TEACHER TRANSFER

Voluntary teacher transfer is defined as a teacher moving from one school to another within his/her current areas of teaching endorsements. The term *teacher* refers to any employee who holds a valid Virginia teaching license and is placed on the teacher salary scale.

### Conditions

The following conditions will apply to voluntary teacher transfer requests:

- (1) In most cases, teachers requesting voluntary transfer must have attained continuing contract status.
- (2) Teachers requesting voluntary transfer will be recommended for interview(s) with the principal(s) of the school(s) to which they have requested transfer. Such interviews will be held before the end of the current school year if possible.
- (3) A teacher may submit a transfer request for any/all positions open in the school district. A request for an elementary assignment may be indicated as primary (K-3) and/or upper (4-6).
- (4) All transfer requests shall be submitted by April 1 and considered on an annual basis and acted upon between April 15 and the last teacher workday of the current year if at all possible.
- (5) A teacher who has requested a transfer may call the Human Resources Department to make inquiry about posted positions and to confirm if the vacancy occurred at a school where he/she had been interviewed.
- (6) Vacancy announcements will continue to be posted in all schools and in the Central Office. The term *vacancy announcement* refers only to all vacant positions.
- (7) During the transfer process, principals of the schools involved shall communicate for purposes of discussing the transfer request. Instructional supervisor/coordinators or other appropriate personnel may be involved in decisions concerning the transfer.
- (8) A teacher can request a transfer for any reason. The reason for transfer may be listed on the transfer form; however, the teacher is not required to give a reason.
- (9) Transfers within an individual school are the responsibility of the principal and are not affected by the voluntary teacher transfer policy.



- (10) When a vacancy occurs, the teacher transfer will be granted or denied based on the interview and on other factors such as training, experience, length of service in Culpeper County Public Schools, evaluations, certification, administrative needs, recommendations and/or other extenuating or unusual circumstances.

#### Involuntary Transfer

Involuntary transfer shall be defined as reassignment caused by change in enrollments, school openings and closings, instructional requirements and needs, problems of personal adjustment and any other reason deemed in the best interest of the school division.

#### Vacancy

A vacancy shall be defined as either an unfilled position formerly held by an employee or a new position that has been created.

- (1) Posting. Vacancy announcements may be posted on designated bulletin boards and or the Division web site. Applications shall be in writing and directed to the Human Resources Director.
- (2) Filling Vacancies. After the appropriate time, the division superintendent and/or his designee shall fill the position. The division shall at all times attempt to fill positions with personnel of known qualifications and competencies.
- (3) Review of Requests. Transfer requests will be kept on file for one school year. Requests for transfer must be made in writing.

Approved: March 16, 2004  
Amended: September 14, 2005  
Amended: May 12, 2008

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Legal Ref: Code of Virginia, 1950 as amended, Section 22.1-297  
§§ 22.1-293,

## TUITION REIMBURSEMENT

Culpeper County Public Schools may have funds available for tuition reimbursement to its employees, contingent upon appropriate funding sources. The cost of textbooks, supplies, and fees are not reimbursable from County funds. Tuition reimbursement will be given only if the course is approved by the Executive Director of Human Resources BEFORE the course begins and evidence of an earned A or B is presented after the course ends. The school division will offer tuition reimbursement for courses prescribed for individual staff members or for courses that focus on specific instructional initiatives. Priority in funding will be for Division Instructional Initiatives. Candidates for locally funded assistance will be evaluated and approved by the superintendent.

### Eligibility for Tuition Reimbursement:

Both certified and classified employees may request tuition reimbursement, but the types of courses that qualify for reimbursement are somewhat different, depending on the minimum educational requirements of the employee's position.

An employee also may be reimbursed for undergraduate coursework that relates to an endorsement enabling the employee to fill a critical employment need in the school system or that relates to a newly assigned responsibility within his or her current job. (See GCL-R2)

### Tuition Reimbursement for Approved Graduate and Post-Graduate Degree Programs

Culpeper County Public Schools is committed to providing assistance to personnel pursuing a graduate or post-graduate degree in the field of education. Forms for program approval may be obtained from the Human Resources Office. Generally, only that coursework that supports school board goals and the district improvement plan will be approved for tuition reimbursement.

### Specific requirements for reimbursement in a graduate degree program:

1. The applicant must be a full-time employee in Culpeper County Public Schools.
2. The employee must submit a detailed course of study and program requirements that lead to the particular endorsement or certification to the Executive Director of Human Resources for approval.
3. The applicant must submit evidence of acceptance to an approved graduate or post-graduate program.
4. The program must be in education or a field related to the area of teaching assignment and approved by the Executive Director of Human Resources.
5. The program must be completed within four years (five years for Ed.D. or Ph.D.). Failure to complete the program will require the employee to reimburse all funds paid.
6. Only courses in an approved Program of Study will be eligible for reimbursement.
7. A grade of B or better will merit reimbursement. Evidence of the earned grade must be submitted.
8. The employee's request for reimbursement must be submitted to the Executive Director of Human Resources with a receipt, a copy of the Program of Study, and evidence of grade.

9. The employee must sign an agreement to remain in the school division for four years after completing program or reimburse the school division in full. The school division may deduct the amount owed from the employee's final payroll check. Only in extreme emergency or hardship cases or in the event of retirement after 10 years with Culpeper County Public Schools can a waiver of this requirement be granted. Documentation of emergency/hardship will be required and should be submitted to the supervisor for preliminary approval. They will then forward to HR and appropriate central office supervisory staff for final approval.

#### Tuition Reimbursement for Approved, Locally Funded Endorsements and Certification

Culpeper County Public Schools is committed to assisting its personnel in earning endorsements or certifications when the staffing needs of the school division can be met by such assistance. Candidates for locally funded assistance will be evaluated and approved by the superintendent. Funding for Nationally Certified Board candidates will also be considered as applications are received.

#### Classified Employees:

Classified services employees (such as office personnel, bus drivers, and food services employees) of Culpeper County Public Schools who are eligible for other employee benefits may also be eligible for tuition assistance, within available funds, for contract courses and for all or a portion of one tuition reimbursement for three hours of credit per fiscal year from an accredited college or university or its equivalent. For employees working less than full time, tuition reimbursement shall be prorated in accordance with the percent of employment specified in their contractual arrangements.

#### CCPS does not reimburse the following:

- tuition for courses taken to qualify for a new trade or business unrelated to CCPS
- the costs of textbooks, materials, or other non-tuition charges
- tuition for courses not previously approved by the appropriate process

#### Reimbursement:

For all employees, the maximum reimbursement, determined each fiscal year by CCPS is generally \$300 for a three credit continuing education course, depending on adequate funding. The exception will be in the case of cohorts of CCPS, which will be covered at 50-100% pending adequate funding and priorities set by the Superintendent.

Tuition Reimbursement Forms are available from the human resources office. Completed requests must be submitted to the Office of Human Resources no later than June 30 of the fiscal year (July 1-June 30) in which the course ends.

Along with the tuition reimbursement request form, you must submit a copy of your transcript. If a transcript is not available in time to meet the June 30 deadline, you can submit a letter along with the form stating that the supporting documentation will be sent later when available.

Application for reimbursement:

The employee should submit the reimbursement request after completing the course, but no later than June 30 of the fiscal year in which the course ends. All courses must have been completed within the fiscal year (July 1-June 30) for which the request is made. Request is to be made on GCL-E1.

Payments are made within the normal pay cycle and as the School Board approves them.

Reimbursements are processed on a first-come, first-served basis within available funds

Approved: September 26, 2002

Amended: October 3, 2007

Amended: October 12, 2015

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## TUITION REIMBURSEMENT- Practicum & Internships

Culpeper County Public Schools recognizes the need to provide or help in providing tuition assistance for field experience requirements of certain programs in which their employees are enrolled. Typically, there are two on-the-job field experiences that will be covered under this regulation: Practicum and Internship

1. A practicum is typically unpaid during the school year or compensated hourly. It requires prior approval by the principal and human resources director.
2. An internship is a salaried position and requires school board approval. Requirements for approval are listed below.

Culpeper County Public Schools shall provide for field experience, otherwise known as practicum experience for employees under certain conditions.

These guidelines will be followed:

Culpeper County Public Schools will provide tuition reimbursement under guidelines of GCL-R2 for those employees chosen by the school division as determined by assessed needs and for specific instructional initiatives of the school system.

Generally, 4 practica will be provided each summer: 1 for high school administration, 1 for elementary administration, 1 for middle school administration for summer programs and 1 for summer enrichment programs. The intention of a practicum is to provide hours needed for the program/degree in which the employee is enrolled. Other practicum may be available as needs of the school system become apparent.

**Internships** will be approved as follows:

1. Preference may be given to full time tenured and fully licensed Culpeper County Public Schools employees.
2. The employee who has completed at least three years of an approved program.

The following criteria are non-negotiable for the purpose of this regulation:

1. Only after the employee applies and is approved through an interview process conducted by the human resource and instructional departments. The process will include at least 3 letters of reference, including one from the employee's department head or supervisor.
2. Only with letter of request from the college/university where the employee is enrolled in the above-named program.
3. An internship does not necessarily lead to an administrative position. An intern will go through the interview process for an administrator as outlined in Culpeper County Public Schools regulations on hiring.

Approved: May 2, 2006

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## PROFESSIONAL DEVELOPMENT AND COHORTS

Culpeper County Public Schools recognizes the need to support and provide for cohorts for areas of need established by criteria included in No Child Left Behind federal law as well as county-wide specific instructional initiatives.

A cohort is a group of employees selected to participate in courses for a specific instructional initiative of Culpeper County Public Schools. The members of the cohort will be chosen through an application process which includes:

- panel interview
- 3 years' worth of satisfactory evaluations
- recommendation by the supervisor or principal

Other consideration for specific programs as applicable may be:

1. aptitude as shown by Gallup Insight
2. commitment to CCPS
3. shown interest in the endorsement/subject area
4. willingness to work in area of need determined by the school system

The candidates will be recommended to and approved by the superintendent once the application process is finalized and be eligible for tuition reimbursement under the guidelines of GCL-R2

Approved: May 2, 2006

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## REDUCTION IN WORK FORCE – PROFESSIONAL STAFF

The Culpeper County School Board shall, in its discretion, determine when and if a reduction in professional staff work force (RIF) is necessary. For purposes of this policy, “professional staff” or “professional employee” shall mean those persons employed on a full-time basis in a position that requires them to hold a license as either a teacher, an administrator, and/or supervisor, as defined by the State Board of Education under its rules and regulations. A RIF may be required and implemented because of any one or more of the following conditions affecting school division operations: a decrease in enrollment; insufficient student program demand; abolition of particular subjects; lack of sufficient funding by the appropriating body; declining revenues; a budget reduction or adjustment resulting in decreased or insufficient funds; the consolidation of schools; the phasing out of programs, departments or grade levels; expiration of special grants; and other conditions that may cause a reduction in the number of staff needed in a building, program or department, or in the entire school division.

The School Board may reduce the number of teachers/administrators under this policy, whether or not such employees have attained continuing contract status. In implementing a RIF, the School Board shall treat all teachers/administrators as though they have not attained continuing contract status.

In the event a RIF is necessary with respect to professional staff, the Superintendent shall develop a proposal and make a recommendation to the School Board to carry out such RIF in the manner deemed to be in the best interests of the division. Any proposed RIF shall be approved by the School Board.

### A. Order of Reduction

#### 1. Program and/or Position Elimination

If the School Board determines, upon recommendation of the Superintendent, that a reduction is necessary and would be best accomplished through program elimination and/or the elimination of specific positions (either because the duties of the job shall be eliminated or combined with the duties of some other position(s)), then reduction shall occur by program and/or by specific positions and professional employees employed in such eliminated program and/or specific positions shall be reduced.

#### 2. Reduction by Endorsement Areas on a Division-Wide Basis

If the School Board determines, upon recommendation of the Superintendent, that either a further reduction is necessary after eliminating one or more programs or one or more specific positions, or that a reduction is not best accomplished through program elimination or specific position elimination, then reduction shall occur division-wide in endorsement area. In developing a RIF plan division-wide by endorsement area, the Superintendent shall make reduction recommendations by applying the following criteria to all professional employees in an endorsement area in no particular order:

- a. The licensure or other qualifications of the employee and the corresponding curricular or other needs of the school division;
- b. The employee's current and previous performance evaluations;
- c. The employee's seniority.

In developing a proposed RIF plan by endorsement area division-wide, the Superintendent will take into account the above-identified factors to develop a plan that is in the best interests of the school division. No single factor shall be determinative. If the Superintendent determines that two or more employees under consideration for reduction are equal after application of the above-identified criteria, then and only then shall seniority be the determining factor. For purposes of this policy, "seniority" shall be defined in the following order of priority:

- a. Total length of continuous service in an endorsement area as a professional employee with Culpeper County Public Schools. For purposes of this provision, "continuous service" shall be defined as the period of continuous, uninterrupted service from the date the employee assumed employment duties in his/her current position in the endorsement area required for that position. While time off for approved leaves of absences shall not count for seniority purposes, such leaves shall not be considered as an interruption of continuous service;
- b. Total length of accumulated service in an endorsement area as a professional employee with Culpeper County Public Schools. While an employee may be credited with service time in multiple endorsement areas, service credit will be earned only for actual service rendered in a given endorsement area;
- c. Total years of service as a professional employee in the Commonwealth of Virginia; and
- d. Total years of service as a professional employee in the United States.

For purposes of determining "seniority," for those professional employees who began employment with Culpeper County Public Schools at the beginning of a school year, service shall be determined to have commenced on the date students first returned to school to begin the school year in which the professional employee was hired. For professional employees who began employment on a date after students first returned to school to begin the school year, service shall be determined to have commenced on the date the professional employee first reported to work. This determination of commencement date of service shall be applied to the determination of both continuous service and accumulated service.



B. Recall

Continuing contract teachers released as the result of a reduction in force shall be eligible for recall and reemployment as set forth in this paragraph. Administrators and supervisors, whether or not they fall within the definition of “professional employee” in this policy, shall only be eligible for recall and reemployment as set forth in policy GDA, “Reduction in Work Force – Support Staff.” Released continuing contract teachers shall be offered reemployment as vacancies occur. When a vacancy occurs, the most senior released continuing contract teacher will be recalled first. No new teachers shall be employed for an area or program until all properly certified and endorsed continuing contract teachers released from such assignment have been provided with the opportunity of filling the available positions through recall. Pursuant to the provisions of this paragraph, a continuing contract teacher shall have the right to be offered a position by recall letter for a period of fifteen (15) months from the date of the teacher’s release. Such recall letter shall be sent by certified mail. It shall be the responsibility of the teacher to keep the Human Resources Department informed of the teacher’s current address. A continuing contract teacher’s eligibility for recall shall automatically terminate at the end of the fifteen (15) month recall period. Eligibility for recall shall also terminate if he or she:

- a. Fails to respond affirmatively in writing within fifteen (15) calendar days after the mailing of a recall letter offering him or her a teaching position;
- b. Otherwise indicates in writing that he or she no longer wishes to be considered for recall; or
- c. Fails to maintain certification/license requirements.

Continuing contract teachers employed in a program funded through special grants or other special sources of funding shall have recall rights limited to vacancies in the program from which they were released because of a reduction in force. An exception to this provision applies to a teacher who achieved continuing contract status as a teacher in Culpeper County. That teacher would also be eligible for recall to a vacancy in the program or area in which he or she was actively assigned prior to serving in the funded position, provided his or her certification is still valid.

Continuing contract teachers subject to a reduction in force who are no longer eligible for recall, as provided for in this policy, but who wish to be considered for employment with Culpeper County Public Schools in the future must reapply for a vacancy in the school division. Probationary contract teachers subject to a reduction in force who wish to be considered for employment with Culpeper County Public Schools must also reapply for a vacancy in the school division.

Adopted: March 23, 2009

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Legal Refs: Virginia Code §§ 22.1-78, 22.1-79, 22.1-304, 22.1-305(G); Virginia Constitution Article VIII; Underwood v. Henry County School Board, 245 Va. 127 (1993).

## DISMISSAL OR PROBATION OF EMPLOYEES

Employees of Culpeper County Public Schools may be placed on probation or suspension or may be dismissed for violation of School Board policy and/or law. Accordingly, the immediate supervisor of such employee shall immediately report any such violations of policy and/or law to the superintendent or his/her designee for consideration, review and appropriate action.

Approved: August 19, 2003

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## **DISCIPLINE FOR CERTIFIED EMPLOYEES**

In keeping with the provisions of School Board policies GCPD and GBL, certified professional employees may be disciplined for "... incompetence, immorality, non-compliance with school laws and regulations, ... conviction of a felony or a crime of moral turpitude, or other good and just cause." Such discipline shall be administered in accordance with these regulations and shall be strictly and narrowly enforced according to the language herein.

1. Disciplinary action against certified employees shall only be levied after a thorough investigation of the relevant circumstances, including the questioning of witnesses where appropriate, by the employee's direct supervisor or another administrator appointed by the superintendent to investigate the situation.

2. The range of disciplinary actions levied against certified employees by administrators and supervisors includes the following actions:

Verbal reprimand: Given in the nature of a warning, with specific admonition not to repeat the offense. A verbal reprimand may only be given once for any given offense; all subsequent offenses of the same nature must generate more severe disciplinary action(s). No written record of the specifics of a verbal reprimand is kept in any official personnel record, but a note referencing the occasion of such reprimand shall be included in the supervisor's personal file.

Written reprimand: A specific reprimand for specific actions, conduct, or omissions in the line of duty or public behavior which constitute an offense as spelled out in the policy language. Written reprimands may be augmented by either Action Plans or Improvement Plans, whichever is relevant. Copies of the reprimand, along with copies of any Action or Improvement Plan, shall be kept in the employee's personnel file.

Placement on probation: A written reprimand with stipulation of a time period of probation, during which time any indication of recurrence of the conduct, behavior, action, or omission which precipitated the reprimand will result in further, more severe, disciplinary action.

Suspension with pay: To be levied by the superintendent only, for a period of time not to exceed 60 days without a hearing before the School Board. Suspension with pay may be imposed according to the provisions outlined in School Board policy GCPD under the following circumstances:

- a) the employee has been charged by summons, warrant, indictment or information with the commission of a felony;
- b) the employee has been charged by summons, warrant, indictment or information with the commission of a misdemeanor involving sexual assault, obscenity or related offenses, drug violation, moral turpitude, or physical or sexual abuse or neglect of a child, or the equivalent of any of these in another state;
- c) the employee has been or is engaged in any activity or behavior, which constitutes a threat to the safety or welfare of the school division or the students therein;
- d) the employee has previously been warned, reprimanded, and placed on probation under the provisions of Board Policy GCPD or GCDA;
- e) the employee demonstrates specific insubordination to the point where the normal and regular operation of the school or division is compromised.

Any employee suspended with pay shall be notified in writing of the terms and conditions of the suspension within five days of the suspension's effective date and shall be offered the opportunity to request a hearing before the School Board. Suspended employees who request a hearing before the School Board shall remain suspended with pay until the Board convenes for the purpose of the hearing. The School Board's decision after hearing the employee's case shall be final and binding pursuant to any possible further legal action.

Suspension without pay: Imposed by action of the School Board, with or without the recommendation of the superintendent. Any suspension without pay must be levied under the circumstances, and according to the provisions, outlined in School Board policy GCPD and the relevant personnel sections of the Code of Virginia. Employees who are suspended without pay shall have an amount equal to their regular salary, plus any relevant supplements, deposited into an escrow account pending resolution of their continuing employment status. In the event the employee is reinstated, he/she shall receive the full amount of the back wages being held in escrow, plus any applicable interest, in accordance with the provisions of Policy GCPD.

Dismissal and termination of contract: Can only be imposed by action of the School Board. Dismissal and termination of contract is generally imposed under any of the following conditions:

- a) the employee is convicted of a felony;
- b) the employee is convicted of any of the categories of misdemeanor as outlined under "suspension with pay;"
- c) continuation of any behavior which has already resulted in the employee's suspension or placement on probation in accordance with the provisions of Board Policy GCPD or GCDA;
- d) inadequate performance as evidenced by documentation by the employee's supervisors, including Action and/or Improvement Plans, which have not been satisfactorily, completed.

3. All disciplinary actions taken against certified employees (except verbal reprimands) shall be documented in the employee's permanent personnel file. In cases where disciplinary action is taken based upon the employee's arrest or where criminal charges have been filed but no final determination of guilt has yet been made, the documentation of the disciplinary action shall remain in the employee's file until the employee is either a) found guilty; or b) found to be innocent, in which case the personnel file shall be purged of all record of the original action.

4. Principals and/or supervisors who recommend dismissal of certified employees, whether under continuing or probationary contract, must present documented evidence of disciplinary action as described herein showing a pattern of unacceptable practice, behavior, action, or omission which has been addressed by increasing intervention by the principal or supervisor.

5. Any principal or supervisor who takes disciplinary action as described herein against any employee shall, in addition to including applicable documentation in the employee's personnel file, notify the superintendent verbally or by memo.

Approved: September 17, 2008

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## INTELLECTUAL PROPERTIES

It is the policy of the Culpeper County School Board to secure the proprietary interest of the school system in the management of intellectual properties and to encourage, to the extent practicable, development of such properties for the effective instruction of our students. The intent of the policy is to:

- A. Encourage development of innovative and creative approaches to carrying out the instructional programs for Culpeper County Schools;
- B. Provide for disclosure, accountability, reporting, and oversight procedures regarding intellectual properties developed by employees of the Culpeper County School Board. An intellectual properties disclosure report (GCQB-E1) shall be completed by the employee.
- C. Achieve the potential scientific, technical, economic, and social advantages rising from an invention or creation; and
- D. Grant, when appropriate, to the inventor, creator, or third party, a license to use intellectual property which Culpeper County School Board chooses not to market or, in the alternative, to partially or completely release School Board rights, title, and interest in the creation or invention by transferring interest in favor of such creator, inventory, or third party.

### Ownership Conditions

- A. All patentable or copyrightable or potentially patentable or copyrightable materials developed by an employee of the Culpeper County School Board under conditions enunciated below shall be the property of the Culpeper County School Board. This ownership vests automatically when the materials were developed by an employee under any of the following conditions:
  - 1. during work hours,
  - 2. within the scope of employment, or
  - 3. when using Culpeper County School Board owned or controlled facilities.
- B. For purposes of this regulation, the following definitions shall apply:
  - 1. "ownership" means the entire worldwide rights, title, and interest to inventions and creations;
  - 2. "developed" means any time during the period from conception or time of creation to actual production or practice of an invention.
- C. Without prior written release approved by Culpeper County School Board, neither an employee nor any third party may commercialize intellectual property belonging to the board.

Approved: December 18, 2003

## REDUCTION IN WORK FORCE – SUPPORT STAFF

The Culpeper County School Board shall, in its discretion, determine when and if a reduction in support staff work force (RIF) is necessary. For purposes of this policy, “support staff” or “support employee” is defined to include all employees other than those who are defined as “professional staff” in Policy GCPA. A RIF may be required and implemented because of any one or more of the following conditions affecting school division operations: a decrease in enrollment; insufficient student program demand; lack of sufficient funding by the appropriating body; declining revenues; a budget reduction or adjustment resulting in decreased or insufficient funds; the consolidation of schools; the phasing out of programs, departments or grade levels; expiration of special grants; and other conditions that may cause a reduction in the number of staff needed in a building, program or department, or in the entire school division.

In the event a RIF is necessary with respect to support staff, the Superintendent shall develop a proposal and make a recommendation to the School Board to carry out such RIF in the manner deemed to be in the best interests of the division. Any proposed RIF shall be approved by the School Board.

### Order of Reduction

#### 1. Program and/or Position Elimination

If the School Board determines, upon recommendation of the Superintendent, that a reduction is necessary and would be best accomplished through program elimination and/or the elimination of specific positions (either because the duties of the job shall be eliminated or combined with the duties of some other position(s)), then reduction shall occur by program and/or by specific positions and support staff employees employed in such eliminated program and/or specific positions shall be reduced.

#### 2. Reduction by Job Title on a Division-Wide Basis

If the School Board determines, upon recommendation of the Superintendent, that either a further reduction is necessary after eliminating one or more programs or one or more specific positions, or that a reduction is not best accomplished through program elimination or specific position elimination, then reduction shall occur division-wide by job title. In developing a RIF plan division-wide by job title, the Superintendent shall make reduction recommendations by applying the following criteria to all support staff employees employed in the same job title in no particular order:

- a. The employee’s job performance history and evaluations;
- b. The employee’s education, training and experience;
- c. The necessity of the position to provide expected and/or essential services and to meet school division goals;
- d. The employee’s seniority.

In developing a proposed RIF plan under this policy, the Superintendent will take into account the above-identified factors to develop a plan that is in the best interests of the school division. No single factor shall be determinative. If the Superintendent determines that two or more employees under consideration for reduction are equal after application of the above-identified criteria, then and only then shall seniority be the determining factor. For purposes of this policy, "seniority" shall be defined in the following order of priority:

- a. Total length of continuous service with Culpeper County Public Schools. For purposes of this provision, "continuous service" shall be defined as the period of continuous, uninterrupted service from the date the employee assumed employment duties in his/her current position. While time off for approved leaves of absences shall not count for seniority purposes, such leaves shall not be considered as an interruption of continuous service; and
- b. Total length of accumulated service as an employee with Culpeper County Public Schools.

For purposes of determining "seniority," the commencement date of service for support staff employees shall be the date the support staff employee first reported to work.

#### B. Recall

Except for continuing contract teachers, whose recall rights are set forth in policy GCPA-R1, all other employees, including but not limited to all administrators and supervisors, shall be eligible for recall and reemployment as set forth in this paragraph. Released employees shall be offered reemployment as vacancies occur in the position which they held at the time of reduction. The recall rights of a released employee shall be limited to the position and assignment held by the employee at the time of reduction. When a vacancy occurs the most senior released employee will be recalled first. All employees subject to recall must remain fully qualified and credentialed, as necessary, to perform the essential functions of the position. No new persons shall be employed in a position until all persons released from such position have been provided with the opportunity of filling the available position. Pursuant to the provisions of this paragraph, an employee shall have the right to be offered a position by recall letter for a period of fifteen (15) months from the date of the employee's release. Such recall letter shall be sent by certified mail to the employee's current address. It shall be the responsibility of the employee to keep the Human Resources Department informed of his or her current address. An employee's eligibility for recall shall automatically terminate at the end of the fifteen (15) month recall period. Eligibility for recall shall also terminate if he or she:

- a. Fails to respond affirmatively in writing within fifteen (15) calendar days after the mailing of a recall letter offering him or her a position;
- b. Otherwise indicates in writing that he or she no longer wishes to be considered for recall;  
or
- c. Fails to maintain certification/license requirements, if required for the position.



Employees subject to a reduction in force who are ineligible for recall into a vacant position under the terms of this policy, but who wish nonetheless to be considered for employment with Culpeper County Public Schools, must reapply for a vacancy in the school division.

Adopted: March 23, 2009

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SUPPORT STAFF  
Code of Conduct

All employees of Culpeper County Public Schools will conduct themselves with professionalism at all times while in performance of their duties as representatives of Culpeper County Public Schools. Employees are expected to treat other staff, students, parents and community members with respect, and conduct their interactions with others in a positive manner. Employees are expected to exhibit high levels of professionalism in their personal grooming, dress, demeanor, and speech.

Employees are to provide truthful statements and accurate information to supervisors related to their job performance. Furthermore employees are to provide truthful statements to supervisors as to their knowledge of the activities or behavior of other school division employees, students, parents, or members of the public in matters covered under policies or regulations of the school division.

Approved: April 13, 2010

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## DISMISSAL OR PROBATION OF EMPLOYEES

Employees of Culpeper County Public Schools may be placed on probation or suspension or may be dismissed for violation of School Board policy and/or law. Accordingly, the immediate supervisor of such employee shall immediately report any such violations of policy and/or law to the superintendent or his/her designee for consideration, review and appropriate action.

Approved: August 19, 2003

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DISMISSAL OR PROBATION OF EMPLOYEES  
Discipline of Classified Employees

If an employee breaks the law, policy GCPD/GDPD-R1 is invoked. Generally, discipline of classified staff will be handled in these steps:

1. Verbal discussion, or reprimand, which is documented by letter to employee noting date, subject and expectations of outcome resulting from the discussion.
2. Next step - written documentation to employee (after 2<sup>nd</sup> meeting) that is also sent to human resources for employee's file. Documentation will contain previous meeting information added to current information. It will include dates of discussions, subject/issue of concern, improvement expectations of supervisor resulting from both meetings. Director of human resources, upon receipt of documentation, will write employee informing them of information being added to personnel file and giving them notice that they may respond in writing and that will also be filed. Employee **may** be placed on written 'improvement plan' that addresses the issue.
3. Third step – third meeting to discuss situation, followed again by written documentation and placement on improvement plan, if not done in second step above. Documentation will be sent to human resources department again and added to personnel file, with director again documenting placement in file. Depending on seriousness of offense(s), employee may be recommended to School Board for termination.
4. Fourth step – Recommendation of termination to employee verbally in a meeting followed by letter about recommendation being sent to the Division Superintendent for termination of employee, with a copy to the director of human resources, who will notify employee in writing of such document being placed in personnel file. This step will be considered on case-by-case basis.

At no time should any classified employee have more than 4 written reprimands in their personnel file. ALL SUCH LETTERS WILL BE PLACED IN THE HUMAN RESOURCES OFFICE FOR THE EMPLOYEE'S PERSONNEL FILE. NO SUCH LETTERS WILL BE HOUSED IN ANY OTHER BUILDING, FILE, OR OFFICE.

Adopted: September 17, 2008

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SUPPORT STAFF

Certain support staff will be required to take the ParaPro Assessment required by the Virginia Department of Education. The test will be given by human resources department personnel who will notify the new employee the time and place of the test. Those employees should take the test within 30 days of employment. The Culpeper County Public School Board will pay for two (2) test times if the employee needs to re-take the test; otherwise, the employee will be responsible for paying the fee for the test if they need more than two times to take & pass it.

Pay for passing the ParaPro Assessment will be in one check the first year in which the test is passed. In succeeding years, it will be included in the employee's regular contract amount.

Adopted: November 20, 2006

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## UNIFORMS

Employees issued uniforms by Culpeper County Public Schools will be responsible for the return of those uniforms in acceptable condition to the supervisor upon termination/resignation. If uniforms are not returned in acceptable condition, any charges made for uniforms not turned in and billed as lost to Culpeper County Public Schools can be deducted from the employee's final paycheck. Claims of missing garments not previously brought to the attention of the employee's supervisor will not be honored.

All employees assigned a uniform will be required to sign an 'employee uniform responsibility' agreement stating above.

Adopted: December 16, 2008

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## Parental Involvement

### PART I. GENERAL EXPECTATIONS

**Culpeper County Public Schools** agrees to implement the following statutory requirements:

- The school district will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated using or based on meaningful consultation with parents of participating children.
- Consistent with section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- The school district will incorporate this district-wide parental involvement policy into its LEA plan developed under section 1112 of the ESEA.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing access to information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- The school district will involve the parents of children served in Title I, Part A schools in decisions about how the one percent of Title I, Part A funds reserved for parental involvement is spent and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.
- The school district will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:

*Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:*

*(A) that parents play an integral role in assisting their child's learning;*

*(B) that parents are encouraged to be actively involved in their child's education at school;*

*(C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;*

*(D) the carrying out of other activities, such as those described in section 1118 of the ESEA.*

PART II. DESCRIPTION OF HOW DISTRICT WILL IMPLEMENT REQUIRED DISTRICT WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS

1. **Culpeper County Public Schools** will take the following actions to involve parents in the joint development of its district-wide parental involvement plan under section 1112 of the ESEA:
  - Each school will hold an annual meeting by October 1 to inform parents about the Title I Program. With the input of Title I teachers, the district will supply basic talking points to ensure that parents receive consistent and accurate information throughout the district. Schools are encouraged to include additional information unique to them;
  - At the annual meetings, parents will be invited to join the *Parent Advisory Council (PAC)* which will meet quarterly;
  - Parents will be encouraged to give input regarding the Parent Involvement Policy;
  - The Virginia Standards of Learning will be made available to all parents at the annual meeting and on the Culpeper County Public Schools website;
  - School report cards for all schools (including Title I schools) will be made available on Culpeper County Public Schools' website. Click on *Virginia School Report Card*; and
  - Title I is included on both the district and schools' websites. The websites allow parents to stay informed and access tips for parental involvement. To reach the Parent Institute site, go to <http://www.culpeperschools.org> , click "Parents" and "Title I Information." This will provide "Tips for the Parents" and "School Success Ideas for Parents."
2. **Culpeper County Public Schools** will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:
  - The Title I Parent Advisory Council (PAC) meetings will be open to all parents, teachers and administrators and the public. Translators will be available if necessary;
  - The primary function of the school-level PAC will be to allow parents to review available data with school staff and to provide input to assist schools in modifying and updating School Improvement Plans. There will be a minimum of four PAC meetings a year; and
  - The PAC will provide ongoing communication and monitoring concerning the progress of the goals and objectives outlined in School Improvement Plans.
3. **Culpeper County Public Schools** will provide the following necessary coordination, technical assistance and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:
  - Each Title I school will receive a budget for parental involvement activities that aligns with district and school goals;



- Each Title I school will offer at least four (4) "*Teachers Involving Parents*" (TIP) meetings each school year;
  - TIP meetings will be offered at various times to accommodate parents;
  - Title I teachers will provide support to schools in planning PTO meetings, grade level activities, Literacy Nights, Fun Fairs and other parent events;
  - Title I parents will be encouraged to use the Culpeper County Parent Resource Center
  - The Parent Resource Center will have a variety of materials available for parents to check out (books, videos, audio tapes, journals, educational games, etc.).
4. **Culpeper County Public Schools** will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary, (and with the involvement of parents) its parental involvement policies.
- All parent surveys will be offered in English and Spanish.
  - Each Title I building principal will use the parent survey results as baseline data for the upcoming year and establish a parental involvement participation goal for the next school year, which will be addressed in the School Improvement Plan.
  - As part of the School Improvement Plan, each Title I school will develop and implement strategies to increase parental involvement based on survey data.
  - The Parent Advisory Council (PAC) will include parent representatives, Title I teachers, classroom teachers and administrators.
  - The Parent Advisory Council (PAC) will work collaboratively with school teams to develop the School Improvement Plan.
  - Culpeper County schools will continue to publicize parent meetings on the Culpeper County schools' website, through flyers and the local media.
  - Each school will send a survey to parents to determine topics that may be offered at parent workshops throughout the year.
6. **Culpeper County Public Schools** will build capacity in the schools for strong parental involvement. The following activities specifically described below will support increased parental involvement and improve academic achievement:
- A. The school district will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the

following, by undertaking the actions described below -

- the State's academic content standards;
  - the State's student academic achievement standards;
  - the State and local academic assessments including alternate assessments;
  - the requirements of Part A;
  - how to monitor their child's progress; and
  - how to work with educators.
- The Virginia Standards of Learning will be made available to all parents at the annual meeting and on the Culpeper School division website.
  - School websites, monthly teacher newsletters, phone calls, student organizers, local TV and newspapers will provide a variety of information for parents, such as: daily schedules, class work, home work, school events, parent meetings/workshops and contact information.
  - The Parent Resource Center staff and Culpeper County Library staff will be available to assist parents who do not have access to computers.

B. The school district will, with the assistance of its schools, provide materials and training to help parents work with their children to improve academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement by providing the following:

- Teachers Involving Parents (TIP) activities will be developed and presented by reading specialists at least four times per year;
- Each school will hold workshops for each grade level, covering different topics including, but not limited to, "Preparing Your Child for the Spring Virginia Standards of Learning Tests," "Helping Your Child with Homework," and "Reading to Your Child;"
- Each Title I school will develop its own summer school program using available data regarding student performance and needs, contingent upon funding;
- The Title I parent coordinator and Title III ESL parent liaison will vary the times and locations of the workshops to accommodate parents' work schedules;
- Flyers will be sent home inviting parents to the workshops. The automated phone system will be utilized to remind parents of workshops and school events;
- Title I will purchase booklets and brochures containing information to assist parents in helping their children be successful in school, such as: *Help Your Child Learn to Read, Your Child and Writing, Raising a Reader, Your Child's Education, Homework Lessons for Parents*, etc. These materials will be distributed at family workshops and TIP meetings;
- *Helping Children Learn* parent involvement newsletters and teacher-created newsletters will be sent home monthly. *Page for Parents* is available on the division website, [www.culpeperschools.org](http://www.culpeperschools.org) (click "Parents" and then "Title I Information"); and
- Information for parents is offered in Spanish on the district website.

C. The school district will, with the assistance of its schools and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools by:

- Providing preschool teachers and reading specialists with information that focuses on parental involvement;
- Providing a summary of parental feedback to Title I staff;
- Ensuring that parent involvement will be a component of the schools' beginning of the year teacher orientation program; and
- Ensuring ample opportunity for two-way communication.

D. The school district will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start and The Virginia Preschool Initiative (VPI) that encourage and support parents in their participation in the education of their children by:

- Operating a Parent Resource Center that is centrally located at Eastern View High School;
- Work collaboratively with the local Head Start Program;
- Require each school to develop a series of *Teachers Involving Parents (TIP)* activities that are funded with Title I parental involvement funds.

E. The school district will take the following actions to ensure that information related to school and parent-programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

- List upcoming programs and events on the division website;
- Offer information for parents in English and Spanish on the district website;
- Provide the division's parental involvement policy to each school, Central office and publicize it on the division website; and
- Provide all-call out service (automated calling system).

### PART III. DISCRETIONARY DISTRICT WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS

- Involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training;
- Provide necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training;

- Pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;
- Train parents to enhance the involvement of other parents;
- Arrange school meetings at a variety of times, or conducting in-home conferences between teachers or other educators who work directly with participating children, with parents who are unable to attend those conferences at school;
- Adopt and implement model approaches to improving parental involvement;
- Establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs;
- Develop appropriate roles for community-based organizations and businesses, including faith based organizations, in parental involvement activities;
- Provide other reasonable support for parental involvement activities under section 1118 as parents may request; and
- Provide the opportunity for private school families and students to participate in parental involvement activities and ensure equitable services.

#### PART IV. ADOPTION

This district-wide parental involvement policy has been developed jointly with, and agreed on with, parents of children participating in the Title I, Part A programs, as evidenced by the minutes from Parent Advisory Council meetings.

Adopted: April 21, 2008

Amended: June 27, 2011

October 30, 2014

Superintendent Signature \_\_\_\_\_ Date \_\_\_\_\_

## ONLINE COURSES AND VIRTUAL SCHOOL PROGRAMS

Online Learning or Distance Learning is a method of delivering educational information via the internet instead of receiving instruction face-to-face from a teacher within the school building. High schools and the alternative education program are able to use distance learning for the following, but not limited to: students with scheduling conflicts, students with health issues, for original or accelerated course credit, credit recovery, or for students who need a nontraditional instructional delivery method.

High school students and students in the alternative education program may be permitted to access distance learning courses to accelerate, expand and enhance curricular offerings available to them. These may include highly rigorous courses that are otherwise unavailable. In addition, distance learning course content can be accessed by classroom teachers for use in remediation to help students obtain the skills and knowledge necessary to meet Virginia graduation requirements.

CCPS will provide the option of online courses throughout the regular school year at no cost to the student. CCPS will offer online courses in the summer only to registered participants in approved summer school programs and for recovery purposes only. However, students may independently enroll in Virtual Virginia summer courses at their own expense and with prior approval from guidance counselor.

For the purposes of this regulation, online providers (other than Virtual Virginia) will remain nameless as these providers may change from year-to-year.

As a program of the Virginia Department of Education, Virtual Virginia offers online Advanced Placement, world language, core academic and elective courses to students across the Commonwealth. There is no charge for Virginia public school students participating in the Early College Scholars program. To qualify for the Early College Scholars program a student must:

- Have a "B" average or better;
- Be pursuing an Advanced Studies Diploma; and
- Take and complete college-level course work (i.e., Advanced Placement or dual enrollment) that will earn at least 15 transferable college credits.

\*Students who drop a Virtual Virginia course will be responsible for paying the withdrawal fee.

### **Instructional Delivery**

The majority of the online courses offered by CCPS will be courses monitored by CCPS teachers. These teachers will evaluate student progress and provide feedback.

Some courses, like those offered by Virtual Virginia, will be taught and monitored by a teacher outside the division employed by the course host. These teachers will evaluate student progress and provide feedback.

Blended Learning- CCPS may offer/require courses that are primarily online but take place in a traditional classroom setting with a teacher. This model allows the teacher to provide the necessary instruction related to the content of the course and then allows the students to apply that knowledge in their online course.

### **Approved Courses**

Not all courses offered by online providers will be approved. Online offerings should correlate with the CCPS offerings in the Program of Studies. All online offerings must match the Virginia Board of Education Approved Courses list and have a corresponding course code.

Requests to deliver an online course that does not match the Program of Studies must first be approved by the Principal and Director of Guidance. The Director of Guidance will find a corresponding state course code, identify the monitoring teacher and make the recommendation to the Executive Director of Curriculum, Instruction and Technology.

Limitations- some courses may be limited or blocked to online enrollment due to: the impact on class sizes; the difficulty of the content without a face-to-face teacher; or local concerns about the rigor of the course. Courses impacted by these limitations frequently include world language courses, science courses with labs, and math courses.

Limitations will also be placed on students requesting to take an online course for credit which also requires an End-of-Course SOL to earn a verified credit. Students are generally more successful in these courses and on the SOL when they have received the face-to-face instruction.

### **Management**

Students may register for approved online courses at the same time they register for their traditional courses.

Students will be enrolled in the courses by assigned CCPS staff.

Students will complete their course work in the Distance Learning lab or a location to be determined by the school.

CCPS will assign a teacher to monitor the student progress and an adult to supervise working students in the distance learning lab.

A member of each guidance department will be designated as the distance learning contact for the school. The coordinator of the program will serve as the distance learning contact for the alternative education program.

Designated school personnel will provide any affiliation agreements with online providers and will arrange for the appropriate materials to be made available and will inform parents about monitoring teacher contacts.

The Division Director of Testing will serve as the division contact for distance learning.

CCPS will provide the required textbook and/or materials. CCPS will not provide optional items.

### **Evaluation of Progress**

For locally-monitored classes, the monitoring teacher will provide feedback and grades for the student.

For classes taught by the DL contractor, the course instructor will provide the grades for the student.

Guidance will confirm the weight of the class and award the appropriate credit.

When courses are monitored by CCPS teachers, all CCPS and school grading policy requirements will be followed.

### **Technology Access**

All students participating in an online course must have a signed Acceptable Computer System Use Agreement on file at the school.

Students will be provided access to appropriate technologies and resources at the school. Parents would be responsible for optional technologies.

When available and appropriate, student access may be authorized at other equipped locations such as, but not limited to: public libraries, community centers and homes.

While working at school, the distance learning lab coordinator will monitor the students as they work and enforce school rules as they pertain to computer use and internet access.

As with all CCPS computers, a content filter is in place on distance learning computers. At times, students may need to request that a specific site be unblocked so that they may complete their work or research.

Adopted: November 11, 2013

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Superintendent Signature \_\_\_\_\_

Date \_\_\_\_\_

## REGULATION GOVERNING VIDEO/MOVIE USAGE

The use of videos/movies as an instructional resource must be carefully evaluated based on instructional purpose and copyright laws. Culpeper County Public Schools require that videos/movies must be supplemental in nature and relate directly to the established objectives of the course or content area in which they are used. Teachers are expected to carefully preview movies/video prior to use. It is recommended that teachers only use segments of videos/movies that demonstrate valuable objective driven lesson plans of a specific nature.

The following requirements apply to all video/movie viewings within the school setting. Individual teachers are responsible for ensuring that proper licensing/usage requirements are met.

- Presentation of videos/movies requests must be approved by the principal/designee at least one week prior to the planned show date. Non-compliance with the one week requirement will void the request.
- Unit, quarter, or semester requests must be accompanied by an instructional plan that clearly describes the educational purpose of the video/movie.
- Where possible, clips rather full length shall be utilized.
- Videos/movies will not be shown without prior approval.
- Failure to comply with these requirements shall become a personnel matter (insubordination)

Approved: July 13, 2006

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Legal Refs: Code of Virginia, 1950, as amended, 22.1-78, 22.1-238.

Cross ref.: IIAB Supplementary Materials Selection and Adoption



## ACCEPTABLE COMPUTER SYSTEM USE

All use of the Culpeper County School Division's computer system shall be consistent with the School Board's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes, but is not limited to, hardware, software, data, communication lines and devices, terminals, printers, flash drives, servers, computers, tablets, cellular phones, smart phones, the Internet and any other internal or external network.

### **Computer System Uses, Ethics and Protocols:**

1. **Acceptable Use.** Access to the Division's computer system shall be (1) for the purposes of education or research and be consistent with the educational objectives of the Division or (2) for legitimate school business. All users will have a signed "Acceptable Use Agreement" on file at their base school.
2. **Privilege.** The use of the Division's computer system is a privilege, not a right.
3. **Unacceptable Use.** Each user is responsible for his or her actions on the computer system. Prohibited conduct includes but is not limited to:
  - A. Users are prohibited from using the network for any illegal or unauthorized activity, including violation of copyright or contracts, or transmitting any material in violation of any federal, state, or local law.
  - B. Users are prohibited from using computers or the CCPS network to commit, facilitate, encourage, or promote illegal acts, including the unauthorized or fraudulent use of a credit card.
  - C. Users are prohibited from sending, receiving, viewing or downloading illegal material via the computer system.
  - D. Users are prohibited from unauthorized downloading of software, including software for the intent of bypassing the Internet filter.
  - E. Users are prohibited from using the CCPS computer system for private financial or commercial purposes.
  - F. Users are prohibited from vandalizing computers or the CCPS network. This is to include physical damage to the user's issued devices, attempts to alter or destroy data of another user or to endanger the integrity of a computer or the CCPS network or the data stored thereon (including the introduction of any virus, filter bypass, trojan horse, or the like), or any deletion of or alteration to system files or data.
  - G. Users are prohibited from wastefully using resources, such as file space.

- H. Users are prohibited from gaining unauthorized access to resources or entities.
  - I. Users are prohibited from posting material created by another without his or her consent.
  - J. Users are prohibited from submitting, posting, publishing, or displaying any obscene, profane, threatening, illegal, or other inappropriate material.
  - K. Users are prohibited from revealing their passwords to anyone. Users are prohibited from using passwords or accounts other than those assigned to the user or the user's devices.
  - L. Users are prohibited from using computers or the CCPS network to intimidate, harass, bully, or coerce other individuals or groups.
  - M. Users are prohibited from knowingly accessing portions of the Internet that are inconsistent with the educational or instructional mission or administrative function of CCPS.
  - N. The School Division's electronic mail system is owned and controlled by the School Division. The School Division may provide electronic mail to aid students and staff in fulfilling their duties and as an education tool. Electronic mail is not confidential or private; it is the property of the school system. Students' electronic mail will be monitored. The electronic mail of staff may be monitored and accessed by the School Division. All electronic mail may be archived. Unauthorized access to an electronic mail account by any student or employee is prohibited. Users may be held responsible and personally liable for the content of any electronic message they create or that is created under their account or password. Downloading any file attached to an electronic message is prohibited unless the user is certain of that message's authenticity and the nature of the file. E-mail access, if provided, shall comply with all CCPS policies and regulations including, but not limited to, privacy, standards of conduct, and the use of CCPS equipment. CCPS may review e-mail sent by CCPS users to verify compliance with CCPS policies and regulations.
  - O. Students are prohibited from knowingly accessing inappropriate Internet content.
  - P. Students and staff are prohibited from accessing the Internet using private cellular-based subscriptions through their own Internet or Cellular Service Provider while using an approved electronic device provided by Culpeper County Public Schools.
4. **Network Etiquette and Ethical Use.** Each user is expected to abide by generally accepted rules of etiquette, including the following:
- be polite.
  - users shall not forge, intercept or interfere with electronic mail messages.

- use appropriate language. The use of obscene, lewd, profane, lascivious, threatening or disrespectful language is prohibited.
  - users shall not post personal information other than directory information as defined in Policy JO Student Records about themselves or others.
  - users shall respect the computer system's resource limits.
  - users shall not post chain letters or download large files.
  - users shall not use the computer system to disrupt others.
  - users shall not modify or delete data owned by others.
  - users shall log off and power-down their machines after finishing work.
  - users shall observe notices and warnings from the Technology Department.
  - users shall not modify or rearrange keyboards, key caps, monitors, printers, or any other peripheral equipment.
  - users shall not post or send information that violates the privacy of others, jeopardizes the health and safety of others, disrupts school or office activities, or is inconsistent with the school division's mission.
5. **Liability.** The School Board makes no warranties for the computer system it provides. The School Board shall not be responsible for any damages to the user from use of the computer system, including loss of data, non-delivery or missed delivery of information, or service interruptions. The School Division denies any responsibility for the accuracy or quality of information obtained through the computer system. The user agrees to indemnify the School Board for any losses, costs, or damages incurred by the School Board relating to or arising out of any violation of these procedures.
6. **Security.** Computer system security is a high priority for the school division. If any user identifies a security problem, the user shall notify the building principal or system administrator immediately. All users shall keep their passwords confidential and shall follow computer virus protection procedures.
7. **Vandalism.** Intentional destruction of or interference with any part of the computer system through creating or downloading computer viruses or by any other means is prohibited.
8. **Charges.** The School Division assumes no responsibility for any unauthorized charges or fees as a result of using the computer system, including telephone, **data**, or long-distance charges.
9. **Enforcement.** Software will be installed on the division's computers having Internet access to filter or block internet access through such computers to child pornography and obscenity. The online activities of users may also be monitored manually. **Any violation of these regulations shall result in loss of computer system privileges and may also result in appropriate disciplinary action, as determined by School Board policy, or legal action.**

## **10. Responsibilities.**

- A. The CCPS Executive Director of Technology and Network Engineer shall provide and administer CCPS Internet services, Internet protocol (IP) addresses, and connectivity between the CCPS network infrastructure and the Internet service provider and shall manage the CCPS web servers.
- B. The CCPS Executive Director of Technology may direct Network Administrators to impose limitations on the retention, volume, and size of messages and data (including email) transmitted and stored on CCPS network resources to ensure the integrity of the network and maximize data flow for all users.
- C. The CCPS Executive Director of Technology and Network Engineer may regulate the management and proper use of information system resources in the form of technical bulletins or memos.
- D. Users are responsible for knowing and complying with CCPS rules, regulations and “acceptable use policies”.
- E. Central Office will provide information for school staff members and parents to promote a consistent and accurate understanding regarding appropriate use of network resources.
- F. The principal or designee will review the acceptable use policy with students and enforce rules of conduct necessary to foster appropriate student use of network resources.
- G. The principal, designee or supervisor will collect and maintain signed acceptable computer system use agreements from students and staff members.
- H. The principal will establish expectations for student behavior when encountering inappropriate material.
- I. Teachers and lab monitors will practice classroom management and monitoring techniques to encourage appropriate use of network resources.
- J. The Technology Department will implement and monitor processes to inhibit, to the extent feasible, student access via network resources to content known to:
  - 1. Be obscene.
  - 2. Be harmful to juveniles.
  - 3. Be child pornography.
  - 4. Promote, encourage, or provide the skills to commit illegal activities.

- K. Principals, ITRTs (Instructional Technology Resource Teachers) and Technology staff are responsible for the accuracy and appropriateness of materials posted on school or department web pages and for ensuring that the materials are consistent with official information posted by the school division.
  
- L. If any CCPS employee, student, or network user becomes aware of inappropriate use of network resources, the person is expected to bring it to the attention of a responsible teacher, principal or technology staff member, who will determine if any applicable policy or regulation has been violated and take the appropriate action.

Adopted: November 12, 2001  
Amended: August 5, 2004  
July 17, 2008  
June 22, 2009  
October 14, 2013  
June 23, 2014

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Legal Refs: 18 U.S.C. §§ 1460, 2256.  
47 U.S.C. § 254.

Code of Virginia, 1950, as amended, §§ 18.2-372, 18.2-374.1:1, 18.2-390, 22.1-70.2 and 22.1-78.

Guidelines and Resources for Internet Safety in Schools, Virginia Department of Education (Second Edition October 2007)

Cross Refs: GCPD            Professional Staff Discipline  
JFC                    Student Conduct  
JFC-R                Standards of Student Conduct

## District Email

The District provides an email account for each staff member, School Board member, and students when required for academic purposes. Email access is a privilege and may not be used for any purpose other than to fulfill individual instructional or administrative requirements.

The District does not support any email system other than its own, nor does it provide access or technical support to any external email system.

Individuals with District email are obliged to follow all District requirements on the security of passwords to email accounts.

Approved:     March 2, 2006

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## Internet Filtering and Password Privileges

The School District maintains an Internet filter in order to be in compliance with federal law and to block inappropriate content. Statements regarding the appropriate use of Computer are a matter of School Board policy.

The Director of Technology, the Network Engineer, and the Network Administrator have administrative access to the proxy server. Request for passwords to override this filter can be made once the block appears or via a work order.

Access to web content is based on staff's network ID. Staff members are granted a higher level of access than student accounts. Staff members shall refrain from allowing students to use computers logged in as a staff member.

Overriding the Internet filtering software should not be engaged in lightly. Such overrides should be a last recourse to obtaining information necessary for instruction or administration. Student accounts do not have the ability to override the filter.

The Director of Technology and staff will monitor the use of override passwords and report to the building principal excessive requests or abuses. These are some basic procedures that all password users should embrace:

1. Passwords are never to be shared with anyone.
2. Override requests should be infrequent and limited only to a specific search.
3. If the proxy filter blocks access to a legitimate site, the first course of action is to request that this site be "opened" to review by everyone.

Adopted: 01/21/2011  
Amended: 03/14/2011

REF: Acceptable Computer System Use School Board Policy IIBEA-R1/GAB-R1

Superintendent's Signature: 

CULPEPER COUNTY PUBLIC SCHOOLS



## School Web Server

The School Division maintains a web server at <http://www.culpeperschools.org/>. This web presence is maintained as a service to the citizens of Culpeper County, Virginia, and other interested parties.

1. The provisioning and maintenance of the web server is the responsibility of the Technology Department who may, from time to time, delegate specific files on the web server to others within the School Division.
2. Only Culpeper County Public School employees may have password access to the server, and then, their access is limited to those files which they have information expertise.
3. Any department within the School Division may request a web presence. Instructors are encouraged to have a presence for purposes of enhancing instruction and communicating with parents. Because of limits on connectivity within the county, the Internet is not a substitute for alternative forms of communication.
4. The content on the Culpeper County Public Schools' web server must be appropriate to instructional needs, and the information needs of the School Division. It is not a place for debate.
5. According to state law, the School Division does not collect information about students or parents through its server. Nor does it place cookies of any kind on the viewing computer. Cookies are small computer programs that collect information about the computer being used to access the Internet. Such information can be system configurations, email addresses, passwords, and Internet browsing habits.
6. The webmasters are the Network Engineer and the IT Applications Administrator.

Adopted: 03/14/2011

Superintendent's Signature: 

## EDUCATIONAL TOURS (Out of Country)

Out of the country educational tours involving students in grades 9<sup>th</sup> -12<sup>th</sup> must be approved by the Superintendent or designee. Educational tours involving students below the 9<sup>th</sup> grade must be approved by the Culpeper County School Board.

The tour must be of an educational nature and related to the participants' subject area. Students will be considered for the tour based on criteria established by the principal including:

- A. Grades
- B. Level of language study (if applicable)
- C. Behavior
- D. Attendance

The tour must be planned with an educational tour company that is approved by the principal with preference given to educational tour companies that are members of the Student and Youth Travel Association. Parents are responsible for financing their child's trip. The Culpeper County School Board will not bear any financial responsibility for canceled trips.

Students will not be counted as absent when participating in a school-sponsored trip. Any missed assignments are subject to the school division's policies and regulations on make-up work and grading.

Students must be supervised at all times by an approved chaperone. Chaperones are approved based on a criminal background check and character references. The ratio of students to adults must be no greater than six to one. During educational tours, all participants are subject to all policies and regulations set forth by Culpeper County Public Schools. Also, tour participants must comply with all regulations set forth by the school's insurance carrier.

Educational tour teachers and participants are subject to the approval of the principal. No siblings, family members, or other person except those selected as an approved chaperone may accompany the child on the trip. Chaperones will be selected by the principal in accordance with school division policies and regulations.

School division employees will be granted professional leave if they are serving as a chaperone at the request of the principal subject to approval by the Superintendent or designee. School division employees may be required to use personal or annual leave if they are serving as their child's chaperone.

Student travel must adhere to the United States Department of State guidelines and recommendations for international travel.

Approved: July 2, 2003  
Amended: May 9, 2011

## Procedures for Student Trips

The Culpeper County School Board recognizes the value of trips for students to extend the learning provided in the regular instructional program, to provide opportunities for performances, exhibitions, or competitions for students in extracurricular programs, and to facilitate connections for students with other educational institutions, government agencies, businesses, or community organizations.

In order to ensure that trips serve objectives consistent with the mission of Culpeper County Public Schools and are conducted in a safe manner, these regulations will apply to all trips for students in Culpeper County Public Schools.

### Trip Requests

- 1) Sponsors of a proposed trip must complete the “Justification for School Trip” (Exhibit 1) to be approved by the principal or designee.
- 2) Generally, requests for trips must be received by the principal at least 20 days prior to the date of the trip, with exceptions granted for good cause.
- 3) Principals are expected to consider the educational or other value of the trip, the distance, time and expense involved in the trip, the supervision needs, and the safety concerns associated with the trip.
- 4) Principals will sign the trip request form and forward the necessary documents as indicated on the form.
- 5) Overnight trips or trips that require travel of a distance greater than 200 miles radius from Culpeper must be approved by the Superintendent or designee.
- 6) Out of the country educational tours involving students in grades 9<sup>th</sup> -12<sup>th</sup> must be approved by the Superintendent or designee. Educational tours involving students below the 9<sup>th</sup> grade must be approved by the Culpeper County School Board.

### Transportation

- 1) If school bus transportation is being utilized, the time of departure and arrival back at school must not interfere with the normal operations of student transportation. Contact the Transportation Office for information on bus and driver availability. Complete the “Request for Use of School Vehicle” form (Exhibit 2) within 10 working days of the trip.
- 2) If charter bus transportation is being sought, only properly insured charter bus companies on the approved list maintained by the Superintendent are to be used.
- 3) School staff cannot transport students in their private vehicles.
- 4) Parents or other unauthorized persons cannot transport another person’s child on a school field trip.
- 5) Parents can transport their own child to and from a trip site or meet their child at the site. These arrangements are to be discouraged; but if the parent is insistent, the principal will make it clear to the parent that by doing so: a) their child is not permitted to have other students accompany them in the

vehicle; b) space limitations may prevent the parent and student from participating with the group or being counted in any group discounts; d) their child is expected to follow the itinerary of the trip and is responsible for any assignments associated with the trip; e) the parent or other family members in accompaniment may be restricted from access to other students while at the trip site.

6) Students with a legal driving permit are not allowed to drive themselves to trip sites unless extenuating circumstances exist and are permitted to do so in writing by the parent (if under 18) and approved by the principal. No students are allowed to drive or ride with another student or person under the age of 21 to or from a trip site.

7) Any student not returning to the school with the class or group for any reason must secure prior permission of the principal or designee. A student release form is to be signed by the person taking control of the student.

#### Costs and Payments

1) Parents are responsible for paying the full costs of their child's field trip to include any admission fees, dress requirements, transportation, meals, or lodging expenses as applicable.

2) Parents who are unable to pay the full costs of *any curricular field trip deemed essential for the learning for their child*, may request a payment plan from the school principal.

3) Principals shall ensure that no student is denied participation on a *curricular field trip deemed essential to the learning of the student* because of the expense of the trip by communicating to staff, parents, and students the availability of payment plans.

4) The sponsor shall communicate to parents any prepayment or deposits prior to a trip that may be required and/or the refund policy for missed trips, if prepaid.

5) Generally, there is no expectation of a refund for a missed trip due to illness, family emergency, or other reason.

#### Notification and Permission Secured from Parents

1) The sponsor of the trip shall notify all parents in writing on the following information regarding the trip: the educational or other purpose(s); the date and time of departure and arrival back at school; the destination(s) and itinerary; the expenses associated with the trip to include admission fees, transportation fees, meals, lodging, prepayments, deposits, and refund policies; the mode of transportation utilized; supervision requirements (i.e. non-school employees in accompaniment); appropriate dress; or materials necessary for the trip; the use of cameras, electronics, or other items during the trip; any risks associated with the scheduled activities of the trip. (Exhibit 3)

2) Parents (or students over 18 years of age) must give consent in writing for their child's participation in the trip.

#### Health, Disability, or Medical Treatment Information

- 1) Students with disabilities or serious health conditions must be afforded reasonable accommodations in order to participate on field trips. Trip sponsors will verify that parents have completed the health/disability portion of the permission form before allowing a student to participate on a trip.
- 2) The trip sponsor shall procure from the school nurse a first aid kit and any medications necessary for students to include regularly used prescription medications, epi-pens, diabetic kits, or asthma inhalers. The school employee accompanying the child will be responsible for securing the medications from loss, theft, or misuse and will assist with administering of medications as directed. If a parent of the child with a disability or health condition is accompanying on the trip, the parent will be responsible for their child's medications.
- 3) Parents or legal guardians are required to give prior written consent for emergency medical treatment for their child in cases where loss of life or significant harm could occur if treatment is delayed.

#### Supervision Requirements

- 1) Several factors are to be considered when deciding on the level of adult supervision necessary to ensure proper student behavior and the safety needs of students. These factors include: the types of activities associated with the trip; the environment or location(s) of the trip; the age, maturity, and functioning of the students; the time duration of the trip; space limitations of persons attending at the field trip site or space limits on the bus.
- 2) "Approved chaperones" are those persons over age 21 who are known to school personnel from previous contact and have submitted to a state police background check which was deemed acceptable by the Director of Human Resources. "Approved chaperones" are required for all overnight trips or trips in which students are assigned to the adult who will supervise them away from view of school employees.
- 3) "Chaperones" are those persons over age 21 who are known to school personnel from previous contact and are viewed as acceptable as to their demeanor and judgment to assist in the supervision of students while under the view of school staff. These persons must remain in view of school employees.
- 4) "Accompanying adult" are those persons over age of 21 who are unknown to school personnel (meaning no previous contact) and are accompanying ONLY their child on the trip. The persons are NOT permitted to supervise another student. These persons may leave the view of school employees with their child provided no other student accompanies them.
- 5) Persons under the age of 21, not in the employ of the school division are NOT permitted on field trips in any capacity. (This includes the student's siblings, other family members, or friends.)

Adopted: June 25, 2012

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Superintendent Signature \_\_\_\_\_ Date \_\_\_\_\_

## COMMUNITY RESOURCE PERSONS/SCHOOL VOLUNTEERS

The Culpeper County School Board encourages members of the community to volunteer their time, expertise, talents, and skills to further the mission of the school division. The School Board appreciates the many hours of unpaid service provided by members of the community to our students which enhance their educational and life experiences. However, the safety of students and staff, and the protection of property require that volunteers in the schools be properly screened before beginning their service and they be adequately supervised by school officials.

### **A. Responsibilities**

The administration of the schools and the instructional program are the responsibility of School Board employees and the responsibility cannot be delegated. Volunteers work under the direction of the administration and school staff who retain the responsibility for the instruction and supervision of students in their charge.

Volunteers in Culpeper County Public Schools shall regard as confidential all matters relating to individual students or schools which arise in the course of volunteer work. Under no circumstances should a volunteer discuss matters relating to a specific student, school program, or school policy which was learned in the course of or because of volunteer work in the schools. Exceptions to this policy include the volunteer's ability to discuss students or school matters with the student, professional staff members, including administrators, the parents or guardians of the student, the Superintendents of Schools, and the Superintendent of Schools, and the School Board in unusual cases, but not in public sessions if the identity of the student, particular school, program, or policy is involved.

Violation of this policy constitutes cause for termination of volunteer's services. Volunteers shall not have access to student records. The volunteer's actions with the respect to the privacy of individuals and the handling of student information should be further guided by the provisions of the Family Education Rights Protection Act. Volunteers may share with the professional staff the administration of the volunteer program, recruitment, interviewing and placement, orientation, training, and the evaluation of the program.

### **B. Procedures for all Volunteers**

- Report to the office to sign in and out.
- Wear identification badges provided by the school while participating in volunteer activities.
- Work under the direction of the school staff, recognizing that instructing, supervising, grading, and disciplining students are school staff responsibilities.

- Work in collaboration with school staff to plan volunteer activities. When possible, school staff will match volunteer talents with tasks assigned.
- Communicate with designated staff members to assure clear expectations, task assignments, and feedback on volunteer activity.
- Adhere to the Culpeper County Public Schools Volunteer Code of Ethics.

#### C. Code of Ethics for all Volunteers

- **DEPENDABILITY** – A volunteer shall be responsible for his/her scheduled times and must notify the school staff if not able to meet this commitment.
- **RESPECT FOR AUTHORITY** – A volunteer shall respect the authority of the school and the school administration.
- **CONFIDENTIALITY** – A volunteer shall not discuss school matters or information concerning students outside the classroom with anyone but the designated school staff.
- **IMPARTIALITY** – A volunteer shall be impartial in all school situations.
- **OBJECTIVITY** – A volunteer shall not let his/her personal feelings enter into his/her work as a volunteer.
- **APPEARANCE** – A volunteer shall dress appropriately, always remembering that he/she is setting an example for the students.

#### D. Types of Volunteers, Background Check Requirements, and Supervision by School Officials

The types of volunteers are defined by the frequency or level of contact with students and the nature of their service. (See Student Trip regulations for chaperones.) The types of volunteers are divided into two categories:

- **“APPROVED VOLUNTEERS”**- are those persons over age 21, who are known to school personnel from previous contact, have completed a volunteer application, and have submitted to a state police background check which was deemed acceptable by the Executive Director of Human Resources.

“Approved Volunteers” are required for all service in which the volunteer will engage with students away from view of school employees regardless of the frequency.

“Approved Volunteers” are required for service in which they have *regular, direct contact with the same student(s) while in view of school employees*. Regular, direct contact is defined as more than once weekly for at least one month. These persons typically serve as: athletic coaches; classroom assistants; tutors; mentors; scorekeepers or game statisticians.



“Approved Volunteers” are required for service that involves the accounting or collection of monies in non-public settings. (This would NOT apply to persons working concessions or assisting with fundraising activities in public view.) P.T.O., Boosters, and club presidents and treasurers are required to be “approved volunteers”.

- **“VOLUNTEERS”**- are those persons over age 21 who are known to school personnel from previous contact and are viewed as acceptable as to their knowledge and skills to “guest instruct” and/or have the demeanor and judgment to be in contact with students, staff, or the public while under the view of school staff. These persons must remain in view of school employees and DO NOT have regular, direct contact with the same student(s). These persons typically are those who: conduct a special presentation, demonstration or lecture; serve as a PT.O. or Booster member; assist with a class celebration; assist in the school offices; or assist with short-term projects or specific events.

**Age Restrictions**

- Persons under the age of 21 not in the employ of the school division or who are not current students in the school division, are NOT permitted to serve as volunteers in any capacity unless given explicit approval by the principal. (This includes the staff’s or students’ siblings, other family members, or friends.)

Approved: October 16, 2003  
Amended: November, 12, 2012  
October 14, 2013

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## HOMEWORK

Homework is defined as tasks assigned to students by school teachers that are intended to be completed outside the regular classroom instruction. Homework is a tool to provide teachers with critical feedback on how well students understand the concepts, skills, and information presented in class.

It is recognized that homework is a planned instructional activity which serves as an integral part of the teaching-learning process. It is recognized also that extracurricular/co-curricular activities, student interests, family chores, and employment are integral parts of the student's total development and should not be sacrificed as a result of excessive homework assignments.

### **Guidelines**

1. Homework should be assigned only after the student has sufficient knowledge to complete the work successfully.
2. Appropriate homework is an important tool in the review and reinforcement of concepts and should be assigned regularly to that end.
3. Care should be taken to ensure that students understand the homework assignment, directions, and expectations.
4. Homework should be closely related to classroom instruction and must serve a purpose that supports the student's learning.
5. A student's access to resources needed to complete the assignment should be evaluated. If those resources are not available to the student, the assignment should be adjusted accordingly.
6. Homework should be evaluated promptly and returned to the student.
7. Homework may not be assigned for disciplinary actions.
8. If a student regularly fails to complete homework, teachers should seek to determine the cause.
9. Teachers and administrators should communicate the homework regulations to parents and ask for their support.
10. In grades K – 5, homework should never exceed 10% of the overall grade. In grades 6 – 12, homework should never exceed 15% of the overall grade. (IKE-R2)

### **Responsibilities**

If homework is to be used successfully, teachers, students, parents, and administrators must assume certain responsibilities.

#### **A. Teachers**

1. Teachers will establish routines for assigning homework. Teachers will provide parents with an opening letter or syllabus that describes how homework will be assigned and graded.
2. Teachers will collaborate with other teachers in the building to ensure that students do not have an inordinate number of assignments due at the same time. The process for communicating between departments and within grade levels will be developed in each building.
3. Teachers will use discretion in assigning homework. Assignments should be based on the needs of the class and/or student and may be of short or extended duration. Not all homework is written, and frequently the assignment may involve reading, review or study of material and forms of independent research. Non-written homework must also fall into time guidelines. Long term projects, papers and reports are the exception.
4. Teachers will assign tasks which require the use of only those resources known to be available.
5. Teachers will provide clear directions to ensure that students understand all assignments, including the purpose of the assignment, expectations for completion, and due dates.
6. For long-range assignments, the teacher will provide specific written directions for the student including purpose, expectations, procedures to be used, and due dates.

7. Teachers will hold students accountable for homework assignments by reviewing and assessing those assignments with recognition given for completion and effort.
8. Teachers will provide feedback and return assignments in a timely manner. Long-term assignments, such as reports and projects, will be graded.
9. Teachers must follow IEP and 504 requirements for homework where applicable.
10. To preserve instructional time, a limited amount of class time should be spent checking/grading homework.

#### **B. Students**

1. Students are responsible for recording homework assignments as appropriate and understanding the directions necessary to complete the assignments.
2. Students are expected to utilize good time management skills. They should schedule study time so that projects and long-term assignments are completed over a period of time.
3. Students are responsible for completing homework assignments by the established dates.
4. Students are responsible for obtaining, completing and submitting assignments missed due to absences.
5. Students are responsible for requesting additional help and/or clarification of instructions for completing assignments from the teacher.
6. For pre-planned absences (family trip, sports competition, field trip in another class) students should approach the teacher prior to the absence for assignments (if available) so work is completed upon their return.

#### **C. Parents**

1. Parents should not be expected to provide initial instruction on a topic or skill.
2. Parents should monitor homework by checking to see that the student has recorded and completed the assignment.
3. Parents should arrange for an appropriate learning environment at home by: ensuring adequate time is spent on the work; limiting disruptions; and supplying necessary materials such as paper, pencils, dictionaries or other materials. If an excessive amount of time is spent on un-interrupted homework on a regular basis, the parent should contact the teacher.
4. Check student progress through the Parent Portal (via Internet/smart phone). (Families without Internet access can contact the school to schedule an appointment to review the Portal at school.)

#### **D. Administrators**

1. Administrators are responsible for communicating and monitoring the implementation of homework guidelines in their respective schools. These guidelines should be included in the faculty handbook and student handbook.
2. Administrators will approve homework practices by department, grade level or individual by reviewing the teachers' opening letters.
3. Administrators must approve assignments that will exceed the time limits on a regular basis.

#### **Kindergarten**

Homework will include on-going language and math experiences at home to reinforce daily concepts. (May require more parental participation.)

### **Grades 1 – 5**

The following guidelines are provided to assist teachers when assigning appropriate homework to elementary students:

- Time needed for a special homework assignment, i.e. a long-term project, is not included in the *Guidelines for Assigning Daily Homework*; however, the principal must approve these types of assignments if they exceed the time limit on a weekly basis.
- The times stated in the *Guidelines for Assigning Daily Homework* include written assignments, studying for quizzes/tests and assigned readings.
- As part of a regular homework routine, studying for vocabulary, spelling, or upcoming tests should take a few minutes each evening.
- Class work (work that is to be completed during class) should not become homework on a regular basis. If a student’s class work becomes homework on a regular basis, a school-based team should examine the causes and recommend an intervention.
- It is believed that voluntary individual reading of self-selected books is important to success in school; therefore, the time for this type of activity is not included in the allotted time frame outlined in the *Guidelines for Assigning Daily Homework*.
- Homeroom teachers, ~~and~~ reading teachers, math teachers, and resource teachers should work together to ensure that excessive homework is not assigned

The table identifying the number of minutes for daily homework follows. (If there are more than occasional daily assignments that exceed these guidelines, the principal must approve the assignments.)

### **Guidelines for Assigning Daily Homework for Grades 1 – 5**

Kindergarten	10 – 20 minutes total
Grade 1	20 – 30 minutes total
Grade 2	25 – 35 minutes total
Grade 3	30 – 40 minutes total
Grade 4	40 – 50 minutes total
Grade 5	50 – 60 minutes total

### **Grades 6 – 12**

The following guidelines are provided to assist teachers when assigning homework to secondary students.

- The times in the *Guidelines for Assigning Daily Homework* are based on class needs and student-demonstrated academic achievement.
- The times noted in the *Guidelines for Assigning Daily Homework* include the homework time needed to complete a maximum of one major paper/project per class per quarter.
- Time for special or long-term projects is not included in the suggested ranges. Teachers should work together to ensure that no more than one such project is assigned at a time. Any exception to this should be approved by the principal.
- The times noted in the *Guidelines for Assigning Daily Homework* include written work and time spent studying. The times are for the student’s entire course load, not for each course.
- There is an understanding that sixth grade and ninth grade are transition years and that attention should be paid to transitioning students to longer periods of homework time.

**Guidelines for Assigning Daily Homework for Grades 6 – 12**

Middle School	25 – 30 minutes per subject or block
High School	25 – 30 minutes per subject or block

\*Weighted courses and specialty classes (i.e., nursing) may require additional homework and reading.

Approved: December 18, 2003  
Amended: January 14, 2013

Superintendent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
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## REQUEST FOR EXEMPTION FROM FULL DAY SCHEDULE

In accordance with the Virginia Accreditation Standards regarding length of the school day, all Culpeper County Public School middle and high school students in grades 6-12 shall be required to enroll in the number of courses which ensures that students are fully scheduled for each school day. Exemptions from this requirement may be granted to students for the following reasons by the division superintendent, or designee, with the recommendation from the principal:

- a) A medical hardship (medical hardship is defined as a condition whereby a student cannot attend a full 5.5 hour day of classes as certified by a licensed physician);
- b) An emergency situation in which it is necessary for the student to attend less than a full day;
- c) An extenuating educational circumstance whereby it is determined that it is in the best interest of the student to be scheduled less than a full day. An extenuating educational circumstance is to be determined a placement committee appointed by the Division Superintendent or his/her designee;
- d) Seniors who meet all of the following criteria:
  - 1. Has earned 20 credits and all verified credits completed.
  - 2. Is enrolled in courses for at least 2 academic blocks each semester unless the student has completed the requirements for graduation at the end of the fall semester.
  - 3. Has a GPA of at least 2.0.
  - 4. Has written parental permission if under 18 years of age.

All students who wish to be considered for an exemption from a full day schedule must provide a written narrative request that explains the reason for the request.

All requests for exemptions from a full day schedule must be presented to the high school guidance office a minimum of 20 calendar days prior to the beginning of the semester for which the exemption is being requested.

Approved: June 25, 2007  
Amended: April 11, 2011  
Amended: October 12, 2015

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Cross Ref: JECB

ACCELERATION

Grades and credits earned in *middle school* for high school credit-bearing courses will count toward graduation credits unless the parent requests to have that grade and credit omitted from the official transcript.

Requests to have a high school credit-bearing course grade *earned in middle school* removed from a student's transcript shall be submitted, in writing, to the high school principal no later than July 1 following the completion of eighth grade. The request must include the reason for the request and an acknowledgement that the decision is binding.

The decision to have the grade removed is binding and no grade or associated credit will be awarded once the request has been granted. Although the grade and associated credit may be omitted from a student's transcript, the school will still have a record that the student was previously enrolled in that course.

\*High School credits earned in high school cannot be removed from the transcript.

Adopted: November 17, 2014

Cross Ref.: IKEB Acceleration

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Superintendent Signature

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Date

## PROMOTION, RETENTION, AND ACCELERATION OF STUDENTS

### **Purpose**

To outline the process for determining students' promotion to the next grade.

### **Promotion**

#### **Elementary School**

Promotion will be made through grade five based on an evaluation of the student's acquisition of basic skills and other evidence of growth as determined by the student's teacher and principal as evidenced by the following factors:

- SOL test scores at the end of grades three (3) through five (5);
- special needs;
- academic performance;
- prior retentions;
- attendance;
- reading level;
- work habits;
- intellectual ability; and
- age.

#### **Middle School**

Students in grades six, seven, and eight are promoted to the next grade based on an examination of final grades in the core subjects of language arts, mathematics, science, and social studies together with consideration of the following factors:

- academic performance;
- ability level;
- attendance in conjunction with poor classroom performance;
- chronological age in relation to the normal grade/age group;
- prior retentions;
- delayed/advanced physical development;
- maturity in emotional and social development;
- work and study habits; and
- SOL test scores at the end of grades six (6) through eight (8); however, the use of SOL test scores as the sole criterion in awarding credit is prohibited.

#### **High School**

Promotion at the high school level is based upon academic achievement. Promotion is based on the number of credits earned. The use of SOL test scores as the sole criterion in awarding credit is prohibited. An assignment of class standing will be made on the following basis:



### **High School Grade Classification**

1. To move from ninth (9<sup>th</sup>) to tenth (10<sup>th</sup>) grade, a student must have earned five (5) credits, three (3) of which must be core classes. Core classes are defined as classes in English, math, science, and social studies.
2. To move from tenth (10<sup>th</sup>) to eleventh (11<sup>th</sup>) grade, a student must have earned eleven (11) credits, six (6) of which must be core classes.
3. To move from eleventh (11<sup>th</sup>) to twelfth (12<sup>th</sup>) grade, a student must have earned enough credits to enable him/her to graduate by June of that school year.
4. GED students will be moved to twelfth (12<sup>th</sup>) grade once they have entered the GED program and are at least 16 years old.

### **Retention**

#### **Elementary and Middle School Students**

The decision to retain a student in grades K-8 is made by the principal. The decision will be made annually based on the student's overall achievement of the standards established for each grade level. The following criteria will facilitate the retention determination:

1. Averages and/or student progress in the core subject areas as recorded on the report card which verify insufficient progress.
2. Insufficient mastery of the Standards of Learning on the present grade level.
3. Sufficient documentation exists to show parents have been notified of the school's concerns.

A committee will meet to review the factors relevant to the retention decision. The committee will be chaired by the principal and may include the classroom teacher(s), guidance counselor, specialists, and parent or guardian. The committee will make a recommendation based on the following factors:

- Report card verifies insufficient progress and/or failing grades in one or more of the core areas – English, mathematics, science, and social studies.
- Data and report card communications indicate that the student is working one year or more below his/her current grade level in reading and/or math.
- The student has a failing score on one or more of the Standards of Learning tests (grades 3-8). Data indicate that the student is achieving in the bottom quartile in math or reading.
- Remediation (during school, after school, summer school) and/or interventions have failed to bring about sufficient results.
- An assessment similar to Light's Retention Scale is used to determine if the student is a good candidate for retention.
- Excessive absences and tardiness have adversely affected achievement.
- The student's achievement is not commensurate with his/her ability.
- The student's social/emotional functioning and maturity are developmentally inappropriate.

- The student has had no previous retentions.
- The teacher has provided documentation that parents have been notified of concerns. First contact must be made prior to the end of the first semester.

### **High School SOL Tests and Remediation**

High school students who fail to earn a verified credit or standard credit will be offered appropriate remediation. As school accreditation is tied to student success on SOL tests, schools are expected to explore a variety of proactive means of promoting student success on SOL tests.

### **Eligibility for Athletics**

When determining individual student eligibility for participation in Virginia High School League activities, the rules and regulations set forth in the Virginia High School League, Inc. handbook will be used.

### **Acceleration**

Acceleration beyond what is regularly offered within a school building is an option that is considered on a case by case basis.

There may be occasions when it is necessary for an elementary student to take a course at the middle school or a middle school student to take a course at the high school. Two examples are explained below:

- A student transfers to Culpeper County and has already taken and been successful in the course offerings at their previous school and there are no reasonable alternatives at the current school.
- A student shows such academic aptitude that a committee decides the student should be accelerated for one or more courses. This is a decision that has been made well in advance of scheduling and not a last minute request.

If it is determined acceleration should take place, school policies and practices should be followed. For example, a middle school student should not be allowed to take two high school math classes during the same year since that is not the common practice at the high school.

There may be times when a parent requests that their child take a class at the next building level without meeting the criteria above. If such a parent request is made, a committee should be formed to review the parent request. Need for this accommodation should be established before permission is granted by asking the following questions:

1. Can the student's needs be met through a course at his/her base school with appropriate differentiation?

2. What statistical data do we have that shows the student's needs cannot be met through a course offered at the next building level? (Additional testing may need to be conducted.)
  
3. What is the reasoning behind the request?

A committee consisting of a school administrator from the base school, a school administrator from the next building level, the Gifted Program Specialist, Executive Director of Instruction, and a guidance counselor from the next building level shall determine if there is a need for placement at the higher level for one or more courses. Parents will be informed of the decision. An appeal can be made to the Superintendent or designee.

In the case of a student being considered for whole grade acceleration (above fifth grade), the Iowa Acceleration Scale will be used. While whole grade acceleration is a valuable option for some students, the decision to allow a student to skip a grade should be made with great care. The Iowa Acceleration Scale is a researched based tool designed to determine if a student should be accelerated and is widely used across the country to aide in such decisions.

Approved: June 13, 2002  
Amended: June 22, 2011  
Amended: January 14, 2013

Superintendent Signature \_\_\_\_\_ Date \_\_\_\_\_

## GRADING REGULATIONS

### **Student Evaluation and Grading**

Teachers shall be responsible for the grading and evaluation of student achievement. The following guidelines shall be used in the evaluation:

A student's grade shall be based on achievement.

A student's grade shall not be penalized for any behavior issues unrelated to academic assignments or for any excused absences.

Parents can access their child's grades through the parent portal of PowerSchool. Each school can assist parents with login information.

PowerSchool should be updated each week.

### **Report Cards and Progress Reports**

#### **Elementary (K-5)**

Progress reports (interims) shall be prepared and issued to all students/parents at the midpoint of each of the first three grading periods and only to those students in danger of failing at the midpoint of the fourth grading period. Computerized report cards shall be prepared and issued to students in Grades 1-5 at the end of each nine weeks grading period (usually 45 teaching days). Computerized kindergarten report cards will be issued at the end of the second nine weeks. After the report cards are examined by parents or guardians, they should be properly signed and returned to the respective homeroom teacher. The end of the year report card is the property of the parent/guardian.

#### **Middle School (6-8)**

Computerized progress reports (interims) shall be prepared and issued to all students/parents four times per year. Computerized report cards shall be prepared and issued to students/parents at the end of each nine weeks grading period (usually 45 teaching days).

#### **Secondary (9-12)**

Computerized progress reports (interims) will be prepared for all students/parents at least four times per year. Computerized report cards will be prepared for students/parents at the end of each grading period (usually 45 teaching days). If a student is enrolled in a one-term class, the report card grade represents one-half of the final course grade. If a student is enrolled in an alternating day "A/B" class or a yearlong class, this grade represents one-fourth of the grade earned for the course.

### **Warning Notices**

Parents or guardians will be notified when a student is in danger of failing a subject so that appropriate corrective measures may be taken.

If a senior is in danger of failing to meet the requirements for graduating with his class, the student and his parents or guardians shall be notified of such danger at the earliest possible time, and assistance should be provided, where possible, to help the student satisfy the requirements. The responsibility for informing the student's parents or guardians shall rest with the guidance counselors and principal. At least once per semester written notification shall be sent to parents or guardians of every senior who is in danger of failing to meet requirements for graduating with his class.

**Report Card Grades**

All grades recorded on the report card should reflect the appropriate county grading scale, as listed below.

**Kindergarten**

The letter grades used to indicate academic progress will be as follows:

I – Independent

MP – Making Progress

NI – Needs Improvement

NA – Not Assessed

**Grade 1**

The numerical grades used to indicate academic progress will be as follows:

3 – Exceeding Expectations

2 – Meeting Expectations

1 – Not Meeting Expectations

NA – Not Assessed

X – See Teacher Comments

**Grades 2 – 12**

The following numerical values will designate each letter grade. All teachers in grades 2-12 will use this numerical scale for all courses.

A = Excellent            100 - 90

B = Above Average      89 - 80

C = Average              79 - 70

D = Below Average      69 - 64

F = Failure                63 and below

I = Incomplete (signifies work to be made up as a result of sickness or emergency)

Within each grade band, a teacher may add a plus or minus as an extra descriptor. In general, the values of these are as follows:

98-100    A+                      90-92    A–            87-89    B+            80-82    B–

77-79     C+                      70-72    C–            67-69    D+            64-66    D

Class standing is calculated at least twice during a student's high school career; at the beginning and end of the senior year. The method used to calculate weighted GPA and Class Standing is based on the weighted scale below.

**Table of Weights Computing the Weighted GPA**

<b>Grade</b>	<b>Advanced Placement (AP) Dual Enrollment (DE) Mountain Vista Gov. School (MVGS) Germanna Scholars (GS)</b>	<b>Honors</b>	<b>Academic</b>
A+	5.0	4.5	4.0
A	5.0	4.5	4.0
A-	4.6	4.1	3.6
B+	4.3	3.8	3.3
B	4.0	3.5	3.0
B-	3.6	3.1	2.6
C+	3.3	2.8	2.3
C	3.0	2.5	2.0
C-	2.6	2.1	1.6
D+	2.3	1.8	1.3
D	2.0	1.5	1.0
F	0	0	0

Steps to calculate the weighted GPA and Class Standing:

1. For each course completed, multiply the weighted value (0-5.0 from the table above) by the credit value (either 1 or 2 credits) for the course.
2. Add the total points of the earned weighted grades.
3. Divide the total points of the earned weighted grades by the total number of credits completed for courses being ranked.
4. The result is the weighted GPA of courses for grades 9-12 inclusive. **Only those courses (for which high school credit can be earned) taken in high school (grades 9-12) are included in the weighted GPA calculation.**

## **Factors Used to Determine Grades**

### **Elementary (K-5)**

Each grade level team of teachers will decide what factors will be used to determine the grade for each nine weeks period and the relative value (percent) of each, e.g. class work, tests, quizzes, homework, written assignments, special projects. Homework should never exceed 10 percent (10%) of the grade.

Grading and reporting should communicate effectively what students have learned, what they can do, and whether their learning status is in line with expectations for that level. Grading guidelines will be determined by the teachers in each grade level to ensure consistency. These guidelines should address issues such as late or missed assignments, retakes, and homework.

Students should be provided many opportunities to demonstrate what they have learned. The suggested minimum number of grades in a grading period for the core subject areas is as follows:

Language Arts and Mathematics	18
Science and Social Studies	9

### **Secondary (6-12)**

Each department (or team of teachers assigned to a particular course) shall decide the factors which will be used to determine the grade for each reporting interval and the relative value (percent) of each, e.g. class work, homework, quizzes, tests, written assignments, special projects. Homework should never exceed 15 percent (15 %) of the total grade. The parents and students should be informed of these percentages through the course syllabus.

The classroom teacher has the flexibility to determine procedures for assigning student grades; however, the teacher shall inform students and parents, through the course syllabus, of these procedures used to assign grades, e.g. averaging of numerical grades, averaging of letter grades, basing grades upon a specific number of points to be obtained in a particular report period, or another system which is communicated in the course syllabus. Students should be provided many opportunities to demonstrate what they have learned.

### **Absences**

It is expected that students have good attendance and that students will make up all work missed because of absences.

The following are guidelines to be used in carrying out this regulation.

1. It is the responsibility of the student to obtain and complete make-up work.
2. A teacher may determine that the best way for the student to make up the missed work is with an alternate assignment.
3. It is the responsibility of the student to schedule make-up tests with the teacher.
4. All students suspended are expected to make up missed work. If a student is suspended, a request for assignments from the parent/guardian must be made to the school administration or guidance office.
5. The student must complete all missed assignments within the allotted length of time as indicated in the timetable below.

<u>ABSENCES</u>	<u>ALLOTTED MAKE UP DAYS</u>
1	2
2	4
3	6
4	8
After 4 consecutive days of absences, the students and/or parents should contact the teacher about creating a plan for making up the missed work.	

Approved: December 3, 2003  
Amended: June 30, 2010  
Amended: May 10, 2011  
Amended: January 14, 2013  
Amended: January 6, 2015  
Amended: March 14, 2016

Superintendent's Signature \_\_\_\_\_



## **AWARDING OF LOCALLY AWARDED VERIFIED CREDIT FOR STANDARD DIPLOMA ONLY**

Under the Standards of Accreditation, beginning with the graduating class of 2007, students must earn a total of six verified credits--two verified credits in English (reading and writing), one verified credit in Mathematics, one in Science, one in History/Social Science, and one of the student's own selection in order to earn the standard diploma.

Culpeper County Public Schools may award verified credits in science and history/social science that may be used to fulfill the requirement of three verified credits. These guidelines do not apply to the awarding of verified credits in English and mathematics, which must be earned by passing the high school Standards of Learning tests (or approved substitute tests) in reading, writing and mathematics. The awarding of verified credit will identify and acknowledge mastery of Standards of Learning content in spite of non-passing score on the SOL assessment.

### General Eligibility

To be eligible for the awarding of verified credits based on failing a Standards of Learning test and to earn locally awarded verified credits in Science or History/Social Science under these guidelines, a student must:

- ❖ demonstrate mastery of the relevant Standards of Learning content by having passed the high school course for which the local verified credit is requested;
- ❖ not pass the related Standards of Learning test at least two times but score within the range of 375-399 on that Standards of Learning test on at least one of the test administrations; and,
- ❖ be a member of the senior class.

Adopted: June 2, 2003  
Amended: November 13, 2006

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## RELIGION AND THE SCHOOLS

In order to assure that Culpeper County Public Schools uphold constitutional standards within the religiously neutral role assigned the public schools, the following questions established by the United States Supreme Court should be asked of each school-sponsored observance, program, instructional or other activity involving religious content, ceremony, or celebration:

1. What is the purpose of the activity? Is the purpose secular in nature?
2. What is the primary effect of the activity? Is it the celebration of religion? Does the activity either advance or inhibit religion?
3. Does the activity involve an excessive entanglement with a religion, religious group, or between the schools and a religious organization? Are funds of a religious origin being used for a school activity? Does either the school or the religious activity require the consent or approval of the other?

If the purpose of the activity is not secular, if the effect of the activity is to advance or inhibit religion, or if the activity involves an excessive entanglement, then the activity is unconstitutional and will not be permitted in the Culpeper County Public Schools.

### Definitions

1. Religious Organizations – Although it is difficult to give a conclusive definition of a religious organization, there are certain characteristic forms of human activity which are commonly recognized as religious. Therefore, any group subscribing to one or more of the following practices may be defined as religious:
  - Has as its primary purpose belief in gods or a God
  - Has a theological creed and form of worship
  - Accepts supernatural revelation
  - Seeks spiritual salvation
  - Has a prescribed set of theological rituals
  - Has been declared to be a religious organization by the Federal government or the Commonwealth of Virginia for tax purposes, or by the courts.
  - Has a legally recognized organization of ordained ministers ministering to congregations.
  - Has regular services, meetings, or assemblies at which a particular set of spiritual beliefs is advanced.
  - Claims to be religious or spiritual.
  - Has an established system denying or objecting to religious belief.

2. School Hours – “School hours” includes the time from one half-hour before school until one half-hour after school.
3. Sponsorship – “Sponsorship” means endorsement and/or the advancement of money to support an activity.

### School Ceremonies and Observances

In order to provide guidance in the interpretation of the school division’s policy on school ceremonies and observances, the following policy statements are adopted and apply to such school activities:

1. Religious heritages and their histories, arts, symbols, and tenets may be properly included within a program of religiously neutral education. Such studies must be objective in nature and directly related to the broader educational purposes in the various fields of study.
2. At no time shall any form of religious belief or systems denying or objecting to belief be advanced or disparaged, nor shall any form of religious indoctrination or exercise, including prayers, be conducted by the school division or its employees. (The baccalaureate service is traditionally religious in nature and should be sponsored by agencies separate from the school division.)
3. The historical and contemporary significance and the symbols and origins of religious holidays may be studied within the guidelines of this policy.
4. Music, art, literature, and drama related to religious holidays may be studied and performed in programs if they are presented in an objective and neutral manner as a tradition of the cultural heritage of the particular holiday. Such programs should be part of a curricular unit and should be simply staged and costumed.
5. In response to class questions and assignments, students are free to initiate expressions of religious belief or non-belief through compositions, art forms, music, speech, and debate.
6. Student groups sponsored by the division shall not perform as part of a religious worship service.
7. In order to prevent misinterpretation of this policy, teachers who work with children to prepare school programs involving religious content, ceremony, or celebration (i.e., references to deities, sacred writing, music and art) will meet with their building principal at the outset of the academic year. The purpose of this meeting is to place such school programs in appropriate instructional context and to establish a mutual dialogue for selecting, planning, and designing these programs. In the event that the teacher and principal are unable to reach agreement, either party may refer the matter to the area superintendent.

8. At the discretion of the administration, a statement of purpose may be distributed at school programs which include material of religious origin. The form of such a statement should be substantially the following:

“This (program/performance) is presented for the purpose of helping students and the public become aware of, understand, and appreciate human culture, history, and religious diversity. By including these materials, Culpeper County Public Schools does not endorse any form of religious belief or systems denying or objecting to the belief, nor does it intend to disparage any such beliefs.”

#### Religious Recruitment on School Properties

No person shall be allowed to recruit students for a religious purpose or organization on school properties or at school-sponsored activities.

#### Exemptions from Required Instruction

If the religious belief and teachings of a student or his/her parents or legal guardian are contrary to the content of a school subject, or to any part of a school course or activity, the student shall be exempt from participation. To receive such an exemption, the parents or legal guardian must present a written request for exemption to the school principal stating the conflict involved.

Exemptions from required instruction do not excuse a pupil from the total credit hours required for graduation.

#### Student Absences and Excuses

Regular attendance is of prime importance in the educational process. All students are expected to attend school for all days of the established school calendar as approved annually by the Board of Education and in compliance with the Virginia School Attendance Law. When requested by the parents or legal guardian, students will be excused for observance of religious holidays.

#### Use of School Grounds and Facilities by Religious Organizations

Religious organizations may use school grounds and facilities only after school hours and on an equal basis with other organizations, including payment of rent, if any. Use of school facilities or grounds does not constitute endorsement.

Approved: March 15, 2004

## AMERICANS WITH DISABILITIES ACT

What is the ADA?

In 1990, the Americans with Disabilities Act was enacted to protect the employment and accessibility rights of the disabled.

The ADA is a civil rights law that prohibits discrimination against qualified people with disabilities.

### Employment Provisions

Culpeper County Public Schools understands that the ADA prohibits discrimination in all employment practices. These practices include job application procedures, hiring, firing, advancement, compensation, training, and the other terms, conditions, and privileges of employment. The law applies to recruitment, advertising, layoffs, leaves, fringe benefits, and all other employment-related activities.

Culpeper County Public Schools is prohibited from discriminating against “qualified individuals with disabilities.” Moreover, the school system is required to make “reasonable accommodations” to the known physical or mental limitations of an otherwise qualified individual with a disability unless doing so would impose an “undue hardship.”

Who is Disabled?

An “individual with a disability” is defined as a person with a physical or mental impairment that substantially limits one or more major life activities.

The disabilities covered by ADA include (but are not limited to) substantial impairments that limit:

Seeing	Performing manual tasks
Hearing	Learning
Speaking	Caring for oneself
Breathing	Working

Culpeper County Public Schools recognizes that the law covers a very broad range of disabilities. For example, individuals with epilepsy, paralysis, substantial hearing or visual impairments, mental retardation, AIDS (including other HIV diseases), or learning disabilities are covered by the law. Individuals with non-chronic conditions, such as a broken limb, are not generally covered (unless the limb heals improperly, resulting in a significant impairment.)

The questions of whether a person has an impairment and whether that impairment substantially limits a major life activity are determined on a case-by-case basis. General examples and guidelines are provided in government regulations.

CULPEPER COUNTY PUBLIC SCHOOLS

## Who is a Qualified Individual with a Disability?

A “qualified individual with a disability” is a person who meets legitimate skill, experience, education, or other requirements for the job that he or she holds or seeks and, with or without reasonable accommodation, can perform the essential functions of that job. “Essential functions” mean primary job duties.

## Employment Provisions

If a person is qualified to perform essential job functions, except for limitations caused by a disability, Culpeper County Public Schools must consider whether that person could perform these functions with a reasonable accommodation.

- A person will not be considered unqualified simply due to an inability to perform marginal or incidental job duties.
- On the other hand, Culpeper County Public Schools need not give preference over other applicants to a qualified applicant with a disability. Culpeper County Public Schools is free to select the most qualified applicant available and to make decisions based on reasons unrelated to the disability.
- Note that the ADA does *not* protect individuals who currently engage in the illegal use of drugs. It allows Culpeper County Public Schools to hold alcoholics to the same employment standards as any other worker.
- Culpeper County Public Schools may terminate the employment of persons who illegally use drugs without fear of being held liable under the ADA. “Currently engaging” in the use of drugs does not necessarily mean use on the day of or within days of the employment action in question. The exception for drug users applied to use that has occurred recently enough to indicate that the individual is actively engaged in the drug activity.
- Persons who have successfully completed or are participating in a supervised drug rehabilitation program and are no longer engaging in the illegal use of drugs or who have otherwise been successfully rehabilitated are covered by the ADA.

## What is a Reasonable Accommodation?

A “reasonable accommodation” is a modification or adjustment to a job or the work environment that will allow a qualified disabled person to perform essential job functions. Reasonable accommodations may be required to ensure equal opportunity in the application process, to enable employees with disabilities to perform essential job functions, and to enable disabled employees to enjoy employment-related privileges such as access to breakrooms, lunch rooms, training facilities, and transportation.

- Reasonable accommodations might include: making existing facilities readily accessible to and usable by an individual with a disability; restructuring a job; modifying work schedules; acquiring or modifying equipment; or providing qualified readers or interpreters.
- Culpeper County Public Schools may need to work with a disabled application or employee to determine the appropriate reasonable accommodation. The accommodation need not be the “best” alternative available, but must be sufficient to meet the disabled individual’s job-related needs.

Culpeper County Public Schools *need not* make an accommodation if it would impose an “undue hardship” on the operation of Culpeper County Public Schools. Several factors are considered in determining whether an undue hardship exists. They include:

- Nature and cost of the accommodation;
- Financial resources of the facility involved;
- Size and resources; and
- Structure and type of operation

Even if Culpeper County Public Schools shows that the cost of an accommodation would constitute an undue hardship, Culpeper County Public Schools is still required to provide the accommodation if another source of funding is available. In addition, a person with a disability requesting an accommodation must be given the option of providing the accommodation or paying the part of the cost that makes up the undue hardship.

Cost is not the only basis on which Culpeper County Public Schools may be able to show hardship. Culpeper County Public Schools could show, for instance, that providing a particular accommodation would be unduly disruptive or have a negative effect on the school system.

What about Worker Safety issues?

The ADA allows Culpeper County Public Schools to require that workers not post a “direct threat” – that is, a significant risk – to the health or safety of other individuals in the workplace. However, to the extent the direct threat can be eliminated or lowered to an acceptable level by a reasonable accommodation, Culpeper County Public Schools may be required to do so.

May an applicant be asked about a disability?

Culpeper County Public Schools may not make a pre-employment inquiry on an application or in an interview as to whether, or to what extent, an individual is disabled.

Culpeper County Public Schools may ask a job applicant if he or she can perform job functions.

If the applicant has a disability known to Culpeper County Public Schools, they may ask the applicant to describe or demonstrate how, with or without reasonable accommodation, the applicant will be able to perform the functions in question. Culpeper County Public Schools may not ask questions about an applicant's Workers' Compensation history before an employment offer is made.

Additionally, pre-employment medical exams are not permitted. However, post-job offer medical exams are allowed. Moreover, Culpeper County Public Schools may condition a job offer on the results of a medical exam, provided an examination is required for all entering employees in the same job category regardless of disability and that information obtained is handled according to confidentiality requirements specified in the law.

When an applicant is not hired on the basis of a post-offer medical exam, Culpeper County Public Schools must show that there is no reasonable accommodation that would enable the applicant to perform the essential functions of the job.

Culpeper County Public Schools is required to maintain employment-related records made during the normal course of business for one year. In addition, Culpeper County Public Schools is required to post notices summarizing the ADA's provisions.

How will the ADA's employment provisions be enforced?

The employment provisions will be enforced using the same procedures now applicable to race, sex, national origin, and religious discrimination under the federal civil rights laws. Complaints may be filed with the Equal Opportunity Commission or designated state human rights agencies. Possible remedies for violations of the law include hiring, reinstatement, back pay, court orders to stop discrimination, and punitive damages.

A person who is currently employed, and who needs an accommodation in order to perform the essential job functions of his or her job, must make a request in writing to the Human Resources Director. He or she must present medical documentation with their physician's statement of verification of need. The Human Resources Director will make a determination within 30 days in response to the request.

Approved: March 16, 2004

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## NONDISCRIMINATION ON THE BASIS OF DISABILITY (SECTION 504)

### Regulation 504 Hearing Procedures

1. Issues Giving Rise to a Hearing – A hearing may be requested by any employee over any complaint alleging discrimination based on a *disability*.
2. Requesting a Hearing – Requests for hearings shall be made in writing and directed to the Human Resources Director. The hearing must be requested within ninety (90) days of the alleged discriminatory act giving rise to the hearing.
3. Appointment of a Hearing Officer – A hearing officer will be appointed from the list of special education hearing officers maintained by the Supreme Court of Virginia. The hearing officer must be appointed within one week of receipt of a request for a hearing.

### Pre-Hearing Procedures

1. The hearing officer is responsible for the following matters prior to the hearing:
  - Scheduling the hearing date and location and notification to the parties.
  - Ascertaining whether the parties will be represented at the hearing.
  - Ascertaining whether the hearing will be open or closed.
  - Insuring that the hearing is accurately recorded either by recording equipment or by a court reporter.
2. A list of documents and witnesses must be exchanged by the parties one week prior to the hearing and copies provided to the hearing officer.
3. Pre-hearing conferences should be held, if appropriate.

### Hearing Procedures

1. The parties have the following rights in a hearing:
  - To be represented by counsel
  - To present evidence and cross-examine witnesses
  - To prohibit the introduction of evidence that has not been disclosed in advance
  - To obtain a copy of the transcript or a tape recording of the hearing.
2. The hearing officer shall insure:
  - An atmosphere conducive to impartiality and fairness
  - The appointment of a surrogate parent by the school division, if appropriate, pursuant to the regulations adopted by the state pursuant to the Individuals with Disabilities Education Act.

- Maintenance of an accurate record of the proceedings
- Issuance of a written decision to all parties setting forth findings of fact and conclusions of law based on the evidence presented in the hearing
- Issuance of the decision specified above within forty-five (45) calendar days of receipt of the request for the hearing, unless the hearing has been continued beyond that date for good cause at the request of a party
- Assignment of the burden of proof to the party requesting a change in the status quo
- That the officer holds all records for thirty (30) days after issuance of a decision. In the event an appeal is noted, the Human Resources Director will advise the hearing officer of the name and address of the reviewing officer. The hearing officer shall transmit the record to the reviewing officer within three (3) days of the request. In the event no appeal is made, the hearing officer shall return the record to the Human Resources Director.

### Review Procedure

1. An appeal may be noted by an aggrieved party by filing a written notice with the Human Resources Director within thirty (30) days of the date of the decision issued by the hearing officer.
2. A reviewing officer must be appointed by the Human Resources Director from the same list from which the initial hearing officer was appointed and within one week of receipt of the request for review.
3. The reviewing officer shall:
  - Examine the record of the hearing
  - Seek additional evidence, if necessary
  - Afford the opportunity for written or oral argument
  - Advise the parties of the right to be represented by counsel during the review proceedings
  - Issue a written decision
4. The reviewing officer shall uphold the initial decision unless it is found to be arbitrary or capricious, contrary to law, or not supported by the substantial evidence.
5. The reviewing officer's decision must be issued within thirty (30) days of receipt of the request for an appeal, unless the proceedings have been continued beyond that date for good cause at the request of a party. A copy of the decision must be sent to all parties.
6. The record of the administrative hearings shall be sent by the reviewing officer to the Human Resources Director upon the issuance of the decision.
7. The Human Resources Director is responsible for maintaining all records of hearings and transmittal to court in the event of judicial proceedings.

Approved: March 15, 2004

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## OUT-OF-ZONE SCHOOL ATTENDANCE

### **A. Purpose**

The Culpeper County School Board has established school attendance zones for elementary, middle, and high school students whereby students are to attend their zoned school based on the location of their residence. The Culpeper County School Board recognizes that parents may demonstrate a need for their child to attend another Culpeper County Public School outside of their designated school attendance zone. This regulation identifies and explains the valid reasons for requests, student and parent compliance expectations, approval, denial, revocation, and appeal procedures, and Virginia High School League eligibility rules for those students whose parents request out-of-zone attendance other than the established school attendance zone

### **B. Reasons for Requesting an Out of Zone School Attendance**

1. Transfer of Student as the Result of a Crime; or Court Action
  - a. When a student has been the victim of any crime (defined in Virginia Code § 18.2-30 et seq.), and the crime was committed by a student in the school, a School Board employee, a volunteer, a contract worker or another person regularly performing services in the school, or the crime was committed on school property or a school bus owned or operated by the school division, such student shall be granted a transfer to a comparable school within the school division if available, upon the request of the parent or guardian, or the student, if he/she is an emancipated minor. Such request shall be made in writing to the superintendent or designee. The parent is required to provide safe and punctual transportation to and from the school.

- b. When a student has a permanent protective order issued by a court specifically intended to keep the student separated from another individual at the school, or in cases where a parent has a permanent protective order issued by a court specifically intended to keep the parent separated from another individual at the school.

**C. Other Reasons for Requesting an Out of Zone School Attendance**

1. The physical, mental, or emotional needs of the student requires a transfer and is specifically documented as a need by a licensed health professional qualified to diagnose and order treatment of a physical, mental, or emotional impairment.
2. Before or after school child care when it is necessary for someone in a different school attendance zone to supervise the child before and/or after school.
3. A student changing residence within Culpeper County may complete the school year in the school in which he/she was in attendance, providing the parents or other designated adult can provide safe and punctual transportation to and from school.
4. Children of Culpeper County Public Schools full-time employees will be allowed to attend the school where their parent is assigned or a selected school when the parent's work location is not a school or when the school does not contain the appropriate grade level for their child. The employee must complete an out of zone school attendance form for record keeping.

**D. Reasons for Initial Denial of a Request for Out of Zone School Attendance**

The request and continuance of an out of zone school attendance is subject to denial or subsequent revocation at any time under certain conditions. These conditions include:

1. Class or Program Enrollment Capacity

An initial request for an out-of-zone school attendance may be denied when classes or educational programs exceeds their targeted maximum enrollment, including Career & Technical or Special Education programs. The enrollment capacity will be determined based on class or program ratio targets by the Superintendent or designee(s).

2. Disciplinary Record of the Requesting Student

An initial request for an out-of-zone school attendance may be denied when the disciplinary record of the requesting student contains more than two code of conduct violations which resulted in a short-term suspension of ten days or less in the preceding calendar year; or when the disciplinary record contains a single code of conduct violation which resulted in a long-term suspension of eleven days or more in the preceding calendar year.

**E. Reasons for Revocation of Out of Zone School Attendance**

Once initially approved, the continued acceptance of the out of zone school request is subject to revocation if these conditions are present:

1. Unsatisfactory Attendance

If the student demonstrates a documented pattern of unsatisfactory school attendance to include an excessive number of late arrivals, early dismissals, or late pick-ups due to unreliable transportation or other unexcused reasons, then the approval to continue with the out of zone school attendance may be revoked. Unsatisfactory attendance is defined as total of 5 or more unexcused student absences, late arrivals, early dismissals, or late pick-ups *combined* in an academic quarter. The unsatisfactory attendance must have a documented communication to the parent and student warning them that if continued, the out of zone approval will be revoked.

## 2. Code of Student Conduct Violations

If a student demonstrates documented code of conduct violations which resulted in more than two short-term suspension of ten days or less, or when the disciplinary record contains a single code of conduct violation which resulted in a long-term suspension of eleven days or more in the preceding calendar year, then the approval to continue with out of zone school attendance may be revoked. For purposes of this regulation, a bus suspension for an out of zone student will be considered the same as an out of school suspension if the student fails to attend school due to lack of transportation. The unsatisfactory student behavior must have a documented communication to the parent and student warning them that if continued, the out of zone approval will be revoked except in cases where a long-term suspension was imposed.

## 3. Inadequate Academic Effort

If a student demonstrates inadequate academic effort as evidenced by failure to participate in remedial programs or tutoring as requested by school staff, the approval to continue with out of zone school attendance may be revoked. The unsatisfactory student effort must have a documented communication to the parent and student warning them that if continued, the out of zone approval will be revoked.

## 4. Parental Cooperation

If a parent demonstrates unsatisfactory cooperation with school personnel to rectify issues of concern as evidenced by more than two refusals to meet or speak with school staff as requested then the approval to continue with out of zone school attendance may be revoked. The unsatisfactory cooperation of the parent must have a documented communication to the parent warning them that if continued, the out of zone approval will be revoked. No warning is necessary if the parent demonstrates verbally abusive behavior or acts in a threatening manner resulting in a school stay-away order.

## 5. Change in Class or Program Enrollment

An out-of-zone school attendance approval may be revoked at the end of the school year when class or educational programs are anticipated to exceed their targeted maximum enrollment in the requested school for the next school year as determined by the Superintendent or designee(s).

## **F. Out of Zone Process: Pre-Kindergarten through Twelfth Grade**

### 1. Student Placement Request Form (File: JC-E1)

The parent/legal guardian must complete an Out of Zone School Attendance request form which is available at each school office or at the school board office.

### 2. Documentation

The parent/legal guardian must provide the following applicable documentation with Out of Zone School Attendance request form:

- a. Verification of current address (ex. current water, electric or telephone bill).
- b. Letter of verification from a licensed health professional qualified to diagnose and order treatment detailing the physical, mental, or emotional needs of the student, if applicable.
- c. Verification from child-care provider and information from parent/legal guardian, if applicable.
- d. Verification from parent of change of residence (ex. housing contract or lease agreement), if applicable.
- e. Documentation of school division employment status and verification of parent's primary work place assignment, if applicable.
- f. The completed out of zone request form and supporting documentation can be returned to either the requested school, designated zoned school or the school board office. Office staff



will time and date the request and then send the forms and documentation to the requested school's principal for processing.

3. Principal Review of Initial Request

The principal of the requested school shall review the initial out of zone request and the necessary documentation to determine if it meets this regulation. The principal of the receiving school will approve the out-of-zone request unless it lacks the necessary documentation or meets the criteria for initial denial as specified in Part D. The principal shall forward the approved request to the principal of the zoned school for signature. If the request is denied, the reasons for denial will be stated on the form, which will be forwarded to the Superintendent or designee(s) for review to ensure the denial meets school board policies and regulations. Parents will be notified in writing of the decision by the principal granting or denying the request no later than 10 business days prior to the requested start date. The Superintendent or designee will receive a copy of all forms, approved and denied, once the process is completed.

4. The out of zone school attendance requests will be reviewed and acted upon in the order in which it was received. Completed request forms will be date stamped by the office staff of the school or school board office when it is received. No request for out of zone will be acted upon for a student not currently enrolled at the school zoned for their residence.

5. Length of Approval and Renewal

Out-of-zone requests that were approved shall be renewable each year until the student has progressed through the grades of that school, unless the reasons for revocation as stated in section E are applicable. Parents are to notify the school principal in writing by May 1<sup>st</sup> if they intend to renew their application for the following school year. Applications and documentation do *not* have to be re-submitted.

## **G. Process of Revocation of Out of Zone School Attendance**

1. When it has been determined that the out of zone school attendance meets the criteria for revocation as detailed in section E, the principal shall notify the Superintendent or designee to ensure the revocation meets the criteria established by this regulation. Once the revocation criteria has been reviewed and approved by the Superintendent or designee, the principal will notify the parent in writing, clearly stating the reason for the revocation and its effective date. The revocation will be in effect at the end of the next grading period for reasons numbered 1-4 as listed in section D, or no later than 10 business days prior to the start of school for reason number 5 in section D. A copy of the revocation letter to the parent will be sent to the principal of the designated zoned school.
2. Students with disabilities under an Individualized Education Plan (I.E.P.) or 504 plan, or a student in the Child Study process may not be denied an initial out of zone approval or have their approval revoked for attendance, code of conduct violations, or academic effort until a review of the student's current I.E.P., 504 plan, or educational and behavioral supports by the Superintendent or designee has occurred to ensure compliance with the I.E.P., 504 plan, or division policies as they may apply. If the student with a disability's code of conduct violations are an issue and a manifestation determination review by the I.E. P. or 504 team found a causation between the disability and the behavior, the out of zone approval cannot be denied or revoked for the code of conduct violations caused by the disability.

## **H. Appeal of Initial Denial or Revocation: Pre-kindergarten through Grade 12**

A parent or legal guardian who disagrees with the denial or revocation of an out-of-zone approval may request an appeal meeting with the Superintendent or designee and/or the school principal to examine any extenuating circumstances that may apply. *Initial denials or revocations due to maximum class*

*size or program capacity are not subject to appeal.* The decision of the Superintendent or designee, is final.

## **I. Transportation**

Parents must provide a safe and punctual method of transportation for their child to and from the school. Any school absence, late arrival, or late pick-up to school due to traffic, mechanical failure, or other reason related to transportation is unexcused and will be grounds for revocation if excessive.

### **Special Notice to Parents Requesting an Out of Zone High School**

## **J. Transfers of High School Students and the Virginia High School League Eligibility Rules**

1. A student entering the ninth grade for the first time becomes immediately eligible in the high school in which he/she enrolls regardless of his/her residence status as per Section 28-6-2:5 of the VHSL Handbook. *High school students who are granted approval to transfer to a school outside their established attendance zone shall be ineligible to participate in VHSL sponsored activities for 365 consecutive days from the date of enrollment as per Section 28-6-2:1 of the VHSL Handbook.* As a general rule, Culpeper County Public School high school students using the out-of zone school attendance will lose their eligibility to participate in Virginia High School League sports or VHSL extra-curricular activities for 365 days in accordance with the VHSL rule stated above.
2. Exceptions to the general rule will be considered for extenuating circumstances by an eligibility committee consisting of the Activities Directors and Principals of the county's high schools.
3. If a request for transfer of eligibility is denied by the eligibility committee, the parent (s) or guardian (s) or the student shall have the opportunity to appeal the decision. The appeal request

shall be in writing to the Superintendent within five (5) calendar days of notification of ineligibility.

4. The Superintendent or designee shall review the case, and approve or deny the transfer of eligibility request. The parents/guardians will be notified of the decision within 15 business days.
5. The Superintendent or designee has discretion to approve transfers of eligibility within a school division when the transfers are due to re-zoning of schools, program needs, or other local matters.

Approved: July 1, 2002  
Amended: January 22, 2008  
Amended: March 23, 2010  
Amended: April 13, 2015

Legal Reference: Code of Virginia § 22.1-3.3. Transfer of students under certain circumstances.

## Admission of Non Public Students for Part-Time Enrollment

### A. Enrollment

1. Parent/guardians of home schooled students may enroll students on a part-time basis in the middle and/or high schools in the Culpeper County Public School System for participation in a maximum of two classes per school year.  
A minimum, of one class must be a core class (Science, Social Studies, Math, English) or a Foreign Language.
2. Part-time students must enroll in the full length of the course.
3. Students may participate in a co-curricular activity which is directly related to the class in which they are enrolled.
  - a. Part-time students shall participate in co-curricular activities which are required as a result of enrollment in certain classes (band, chorus, drama, etc.).
  - b. Part-time students may participate in co-curricular activities which are directly related to the class in which they are enrolled (Spanish Club, Math Club, Art Club, etc.).
  - c. Part-time students may not participate in extra-curricular activities, such as those sponsored by the Virginia High School League (athletics, cheerleading, One Act Plays, etc.).
4. Anytime a student takes a course or receives instruction in Culpeper County Public Schools, that student is considered enrolled.

### B. Procedures

1. A "Part-Time Enrollment" application must be submitted to the principal of the attending school by August 1 of any given school year.
2. The school principal will review this application and determine availability of space based upon:
  - (a) locally adopted maximum students per class;
  - (b) the number of students enrolled as of August 1 in each class plus five students to allow for growth.

No part-time enrolled student will be enrolled in a core class or a foreign language class in which the number of full-time students enrolled equals or exceeds 25.
3. If the proposed part-time enrollment would result in the purchase of additional equipment or the employment of additional staff, the request shall be denied. In some instances where the enrollment of a part-time student results in additional cost to Culpeper County Public Schools, the parent/guardian may be offered the opportunity to pay the additional cost, thus allowing the student to participate in the requested class.

4. The school principal will forward a copy of the application to the Assistant Superintendent for Curriculum and Instruction with a recommendation for approval or denial of the request for part-time enrollment, based on the review of the application and the criteria stated above in Sections B.2 and B.3.
5. The Assistant Superintendent for Curriculum and Instruction will verify the student's current educational placement and make a recommendation to the Superintendent.
6. The Superintendent will review the recommendation, and will subsequently submit a recommendation for action to the School Board.

C. Conditions

1. Part-time enrollment is determined annually and there will be no guarantee that it will be continued from one year to the next.
2. Part-time students shall abide by all the rules and regulations of Culpeper County Public Schools. These include, but are not limited to, the publication, Culpeper County Public Schools: Code of Conduct, the completion of all course work in a satisfactory manner, and the attendance policy. The parent or guardian will be required to sign the designated form in the publication, Culpeper County Public Schools: Code of Conduct, and accept liability for any property damage done by the student. Violation of rules and regulations will be cause for the Superintendent to review participation of the student in any program/activity, and could result in immediate dismissal.
3. Class ranking and grade point average shall not be computed for part-time enrolled students, and such students shall not be eligible to graduate or receive a diploma from the Culpeper County Public Schools.
4. Part-time enrolled students shall not participate in activities other than those which are specified in A.3 (excluded activities include: prom, senior trips, etc.).
5. Transportation to and from school will be the responsibility of the parent/guardian. Transportation may be provided to or from school if the student resides on an existing bus route and no adjustments to the bus schedule are required. Those admitted under this policy will be subject to the same rules and fees regarding parking as fully enrolled students.
6. Full time students will be given first consideration for parking on the High School campus.
7. Part-time students, when attending classes in the public schools, must follow the building level procedure for signing in and out of the school.
8. Part-time students are to be present on school grounds only when their selected course/activity is in session. It is the responsibility of the part-time student to be aware of any changes in the schedule during inclement weather or for other reasons.

Approved: August 9, 2004

Amended: November 9, 2009

## SCHOOL ADMISSION

No person is charged tuition for admission or enrollment in Culpeper County public schools, whether on a full-time or part-time basis, who is eligible for admission under Policies JEC School Admission or JECA Admission of Homeless Children. School officials do not inquire into the student's citizenship or B, C or D visa status in determining eligibility for tuition-free enrollment in the Culpeper County public schools.

However, the school division may admit and charge tuition to a student who:

- A. Is a resident of the school division but not of school age;
- B. Is of school age and not a resident of Virginia but is temporarily living with a non-parent who resides within the school division;
- C. Is of school age and resides beyond the boundaries of Virginia but near thereto in a state or the District of Columbia which grants equal attendance privileges to residents of the Commonwealth;
- D. Is of school age and resides on a military or naval reservation located wholly or partly within the geographical boundaries of the school division, is not a domiciled resident of the Commonwealth of Virginia, and is a student for whom federal funds provided under Public Law 874 of 1950, commonly known as Impact Aid, fund less than 50 percent of the total per capita cost of education in Culpeper County Public Schools exclusive of capital outlay and debt service; such students shall be eligible for interscholastic programs immediately upon enrollment, provided that such persons (i) satisfy all other requirements for eligibility and (ii) are dependents of a military service member required by the military to live on the military installation as evidenced by a statement on command letterhead signed by, or by direction of, the service member's commanding officer;
- E. Is of school age and attending a school in the division pursuant to a foreign student exchange program approved by the School Board;
- F. Is a resident of the Commonwealth but not of the school division, except as provided in Policy JEC School Admission;
- G. Is of school age and was enrolled in a public school within the division as a domiciled resident of the Commonwealth, and has been required as a result of military or federal orders issued to their parents to relocate and reside on federal property in another state or the District of Columbia, where such state or the District of Columbia is contiguous to the school division; or
- H. Is of school age and residing within the school division, and is enrolled in summer programs other than remediation required under Va. Code § 22.1-

253:13.1, or is enrolled in local initiatives or programs not required by the Standards of Quality or the Standards of Accreditation.

The following category(ies) of students are eligible for consideration for admission: Eligibility for consideration does not signify acceptance of the admission application of a student. Each application for admission will be considered on an individual basis. The residency of persons in the above categories who reside in housing or temporary shelter, or on property located in multiple jurisdictions, shall be determined in the manner set forth in Policy JEC School Admission.

Foreign students in an F-1 immigration status or who obtain F-1 student visas are not admitted in the division's elementary schools or publicly funded adult education programs. Such students may be admitted, for a period up to twelve months, in the division's secondary schools only if they pre-pay the full, unsubsidized per capita cost of the education.

#### Procedure for Admission

The following procedure is followed for application and review of applications for admission of students who are not eligible for tuition-free enrollment.

A parent or guardian of a student shall apply for admission on behalf of the student by completing the division application. The application form contains information and agreements including, but not limited to:

- the current legal residence of the child and the school division in which the child is currently enrolled, if any;
- the child's unique student identification number, if any;
- the basis for requesting admission;
- the specific building and grade level (elementary) or course offerings (secondary) in which the student desires to be enrolled if accepted by the division; and,
- the agreement that the student is subject to all policies, regulations and guidelines of the school division, including the Code of Student Conduct.

Within 15 calendar days of receipt of the application, the central office of the school division shall provide the applicant with written notification of the approval or denial of the application. If the student is to be admitted, the superintendent or superintendent's designee shall notify the division which the student previously attended, if any, and make necessary arrangements for the transfer of student records. The notification of admission shall state the period for which the student is accepted and the subsequent conditions which could cause the acceptance to be terminated.

If the application is denied, the central office shall notify the parent or guardian of the right to have the transfer reviewed by sending a written request to the superintendent or superintendent's designee within seven calendar days. Applications



denied based upon the student's suspension, expulsion or withdrawal of admission shall be reviewed in as provided in Policy JEC School Admission. For all other denials of admission, the superintendent or superintendent's designee shall respond in writing to the request for review within 10 calendar days.

#### Tuition Rate

The tuition rate is set by the superintendent for each academic year.

#### Transportation

Transportation is not furnished to nonresident students except in those cases where:

- agreements between divisions specify transportation services;
- federal or state legislation mandates the provision of transportation services;
- or
- transportation services can be provided at no cost to the division.

Adopted: May 10, 2004

Amended: June 11, 2007

June 22, 2015

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Legal Refs: 8 CFR 214.2.

Code of Virginia, 1950, as amended, §§ 22.1-3, 22.1-5 and 22.1-287.02.

1999 Va. Op. Atty. Gen. 105

Cross Refs.: JEC  
JECA

School Admission  
Admission of Homeless Children

## STUDENT ABSENCES

### Definitions:

Absence- the student is not present at school or at a school sponsored off-campus activity for an entire school day.

Excused absence- the parent has communicated (with supporting documentation, if required) to school officials the reason for their child's absence and school officials consider the reason valid. Excused absences include: student illness; death or serious illness of a family member; doctor, dentist, or therapist appointments; pre-approved travel for family emergencies or vacation; college visitations; subpoenas for court; religious observances; out of school suspensions.

Unexcused absence- the parent has NOT communicated to school officials the reason for their child's absence; or the parent has communicated to school officials the reason for their child's absence and school officials consider the reason invalid. Unexcused absences include, but are not limited to the following: oversleeping; tiredness; hair care appointments; shopping; recreational activities; child care issues; missed school buses; personal transportation problems; bus suspensions.

### Responsibilities:

Parent/Guardian- It is responsibility of the parent or guardian to provide accurate information to the school staff regarding telephone numbers and current physical address, and any change of this information as it occurs. It is the parent's or guardian's responsibility to notify the school office staff the reasons for the absence of their child by written communication or phone call within three days of their child's return to school. It is also their responsibility to promote the proper attendance of their child by adhering to the Culpeper County Public Schools attendance policies and supporting school officials in their efforts to enforce these policies.

Student- It is the responsibility of the student to be present at school every scheduled school day for the entire day unless meeting the criteria for an excused absence.

Principal or designee- It is the responsibility of the principal or designee to attempt to make contact with the parent whenever their child is absent from school, and to document that a reasonable effort to contact parents was made. The documentation of each accumulated absence shall be the responsibility of the principal or designee so long as the student is legally required to attend that particular school. Late arrivals (tardies) and early dismissals will also be documented by the principal or designee in each school. The determination of excused or unexcused will be in accordance with state and county policy. The principal or designee is to enforce and implement the Culpeper County Public Schools attendance policies and regulations and apply them fairly to all students and parents.

School Attendance Regulations for Unexcused Absences

1. Upon the third unexcused absence an informational letter regarding the Culpeper County Public Schools attendance policy and regulations and a copy of the student's attendance record will be mailed to the parent/guardian by the principal or designee. The student's attendance record and information about the county attendance policy is provided in order to make the parent or guardian clearly aware of their responsibility under the law.

2. Upon the fifth unexcused absence, the principal or designee will make a documented reasonable effort of personal contact with the student's parent or guardian by either by telephone, school conference, or home visit. In this contact, the parent or guardian and/or student will be reminded of the Culpeper County Public Schools attendance policy and regulations. The parent or guardian will be told of or given a copy of the student's attendance record. The principal or designee will require a meeting with the parent or guardian and student to create a plan for improving the student's attendance. The purpose of the school attendance improvement meeting is to: 1) discuss and document the problems causing the unsatisfactory school attendance; 2) to formulate reasonable solutions to those problems; 3) assign responsibilities and requirements to the parent, student, and school officials for implementing the plan 4) to outline the legal and educational consequences for failure to follow the school attendance plan. The meeting to create the school attendance plan is to be held as soon as reasonably possible to prevent the student from accumulating additional unexcused absences from school.

A copy of the school attendance improvement plan will be given to the parent or guardian, another copy will be filed in the student's cumulative educational records, a third copy will be sent to the school division's Attendance Officer. Special education students may have an I.E.P. committee meeting to review the student's current educational goals and accommodations to add appropriate school attendance goals if needed.

School attendance improvement plans remain in effect for the remainder of the current school year. School attendance improvement plans are transferable to other schools within the school division. Students who are court-ordered to attend school are placed under the attendance plan for the duration of their enrollment in Culpeper County Public Schools.

3. Upon the sixth unexcused absence the parent or guardian and/or student will be contacted by the principal or designee to schedule a conference to be held as soon as reasonably possible, but not to exceed fifteen days from the date of the sixth unexcused absence. Representatives from other community agencies may also be invited to participate in the conference. At this conference the parent/guardian and student will be reminded about the provisions of the school attendance improvement plan, and warned that continued failure to follow the plan will result in a referral to the school division's Attendance Officer for the filing of a petition for a truancy hearing with the Juvenile and Domestic Relations District Court. Amendments to the plan are permissible upon the principal or designee's approval. All amendments to the school attendance improvement plan must be communicated in writing to all parties, including the school division's Attendance Officer, and filed according to regulations.

4. Upon the next unexcused absence following the conference for noncompliance with the school attendance improvement plan, all documentation related to the student's school attendance will be forwarded by the principal or designee to the school division's Attendance Officer. The Attendance Officer will use the available documentation to ascertain the reasons for the noncompliance with the school attendance improvement plan in order to make a determination as to whether the parent/guardian, the student, or both bears primary responsibility for the continued failure to follow the plan.

The school division's Attendance Officer will do either or both of the following:

1. File a petition with the Juvenile and Domestic Relations District Court alleging the student to be a child in need of supervision (VA Law 16.1-228)
2. Initiate proceedings against the parent(s)/guardian(s) (22.1-261) and (22.1-258) or (22.1-254)

#### School Attendance Regulations for Parent-Excused Absences

If the parents notify the principal or designee by written communication or phone call the reasons for their child's absence from school within three days after the child's return to school, and if the reason is deemed for good cause, the absence will be excused by the principal or designee. Upon the tenth absence that is excused by the parent without third party documentation (doctor, dentist, therapist, funeral director, etc.), a documented reasonable effort of personal contact by the principal or designee, either by telephone, email, postal mail, school conference, or home visit, will be made. In this contact, a copy of the student's attendance record will be provided to the parent or guardian as well as a copy of the Culpeper County Public School's attendance regulations. The student's attendance record and information about the Culpeper County Public School's attendance regulations is provided in order to make the parent or guardian clearly aware of their responsibility under the law. The principal or designee will require that any subsequent absences will need third party documentation in order to be excused. All school absences not properly documented will be considered unexcused, and the unexcused absences policy and regulations will apply.

#### Family Travel

The school division recognizes the highly occasional need of parents or guardians to have their children be absent from school due to travel for an out-of town family emergency or family vacation. Prior approval by the principal or designee is required for these absences to be excused. Principals may place requirements upon students to complete missed assignments before such absences will be excused. Students traveling for more than five consecutive school days may be withdrawn from school enrollment until their return. Placement into the same classes or courses from which the student withdrew will be attempted, but is not guaranteed.

#### Perfect Attendance

Students who are officially marked present by the accounting of the school's attendance clerk for every school day during a school year are considered to have earned "perfect attendance" and these students may be eligible for recognition by the school's administration.

Only those students who are absent due to a religious observance are still eligible for the perfect attendance recognition. Students may be asked to present documentation of their attendance at a place of worship or other means of observance on the day(s) of the absence.

### Missed School Work and Tests

Students who are absent are entitled to make-up any missed school work, tests, or exams without grade penalty within established time limits per school division regulations (see IKE R-2).

Approved: July 8, 2002  
Amended: November 9, 2009  
Amended: October 11, 2010

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# Student Code of Conduct

## ***Philosophy and Purpose***

The Culpeper County Public Schools Code of Conduct has been formulated in order to encourage good citizenship by students and to discourage conduct that disrupts the learning environment of the school or that adversely affects the health and welfare of the students, staff and visitors. It is also meant to ensure that parents, students, and school personnel understand their responsibilities in regard to student conduct and to standardize procedures that will be used in responding to specific disciplinary problems. Every student has a right to a quality education in an environment that is conducive to learning and free of disruption. Conversely, every student has the responsibility to afford that right to others.

This section generally describes the more obvious types of misconduct, but should not be construed as an exclusive list or as a limitation upon the authority of the School Board or school officials to deal with types of conduct which interfere with the proper functioning of the schools. Any behavior which threatens or jeopardizes safety, order, or the rights of others is considered to be in violation of the Culpeper County Public Schools' Code of Conduct. Policies and references within the Code of Conduct can be found in the Culpeper County Public Schools Policy Manual available at each school as well as the Culpeper County Public Library and online at [www.culpeperschools.org](http://www.culpeperschools.org).

## ***Jurisdiction of the School Division***

Students are subject to the Code of Conduct at all times while they are under the jurisdiction of the school division, including, but not limited to such times as they are:

1. on school property;
2. waiting for the school bus at designated bus stops;
3. going to and from school;
4. on the school bus;
5. participating in or attending school-sponsored or school-related activities such as field trips, conferences, or athletic events;
6. engaging in off-campus conduct that creates a substantial disruption to the learning environment;
7. engaging in off-campus conduct that presents a threat to the safety of students or staff to include, but not limited to, charges for criminal behavior that if committed by an adult would be a felony or convictions of specific crimes as detailed the Code of Virginia 22.1-277.2 and 16.1-305.1.

*Any student convicted of purchase, possession or use of a weapon; homicide; felonious assault and bodily wounding; criminal sexual assault; manufacture, sale, gift, distribution or possession of Schedule I or II controlled substances; manufacture, sale, gift, distribution, or possession of marijuana; arson and related crimes; burglary and related offenses may be suspended or expelled from school attendance.*

## **RESPONSIBILITIES**

### ***School Division Employees***

The Culpeper County School Board has the responsibility to make policies and regulations, and acting through the Superintendent holds all school division employees responsible for supervising student behavior while students are legally under the jurisdiction of the schools. Generally, the school principal is responsible for the enforcement of the Code of Conduct by persons under his or her supervision.

Administrators, teachers, bus drivers, and support personnel are to ensure the rights of each student in the school division are protected. School division employees are responsible for:

- facilitating regular school attendance;

- providing an orderly school environment, a favorable psychological environment conducive to learning, and an atmosphere of mutual respect;
- encouraging self-discipline;
- maintaining open and proactive communication with parents and students;
- formulating and implementing school rules and regulations in compliance with the Code of Conduct through the school setting;
- disseminating the Code of Conduct upon registration of a new student and to all students and parents annually;
- discussing the Code of Conduct with students and parents at meetings throughout the school year;
- developing a discipline plan of action balancing the needs of the student and the school environment as a whole.

In determining which of the disciplinary actions is most appropriate, a principal or other persons shall consider such factors as the context and seriousness of the violation, the student's age and maturity, disability status, previous disciplinary record, and any other relevant circumstances.

### ***Parents and Guardians***

Each parent of a student enrolled in Culpeper County Public Schools has a duty to assist the school in enforcing this Code of Conduct so that each student may be educated in an atmosphere that is free of disruption and supportive of individual rights. It is the responsibility of parents and guardians to:

- ensure regular and prompt school attendance by their child;
- promote the good health of their child by addressing their health needs;
- teach their child to assume responsibility for learning and for their conduct;
- provide encouragement and discipline aimed at motivating their child towards proper, responsible behavior within the school setting;
- ensure that their child is appropriately dressed for school as determined by the dress code with attention to personal cleanliness;
- provide books, materials, instruments, uniforms and equipment that are required for effective participation in the school program;
- provide up to date addresses, phone numbers, emergency contact information to the school; to include that of non-custodial parents;
- provide the necessary information for enrollment in Culpeper County Public Schools to include: proof of residency; student's birth certificate; social security number; physical examination and health information; a record of the completed series of immunizations; and previous academic and discipline records as required by the Code of Virginia.

### ***Students***

The Culpeper County School Board believes students are responsible their learning and behavior, and are to seek adult assistance when encountering difficulties in meeting their responsibilities. Students are subject to increasing accountability for learning and behavior as they progress through school. Students are responsible for and expected to:

- learn and follow the Code of Conduct;
- attend school regularly and be on time to classes;
- put forth the academic effort necessary for learning;
- accept and respect the authority of parents, school personnel, and law enforcement personnel;
- respect the rights of others;
- exercise good judgment;
- practice self-control; and
- accept responsibility for their own learning and behavior.

## **STUDENT RIGHTS**

The Culpeper County School Board recognizes the constitutional and legal rights of individual students as defined in law and in Virginia and U. S. Court decisions. The rights of students, though limited in the context of public schools, are recognized to include, but are not limited to: disciplinary due process; freedom of speech and religion; right of assembly and association; right to privacy; self-defense claims; and protection from discrimination.

### ***Disciplinary Due Process***

Students shall not be deprived of their liberty, property, or right to attend school without due process of law. Therefore, school personnel must protect a student's due process rights when the student is accused of violating the Code of Conduct and in the administration of discipline. These include:

- The student's right to know what rule was violated by oral or written notice.
- The student's right to speak in their own defense, and/or present a written statement addressing the accusation and their version of the incident.
- The student's right to present witnesses or evidence for their defense.
- The student's right to be subject to discipline only if the evidence shows it is *likely or probable* the student violated the rule.
- The right to appeal discipline decisions as determined by school board policies and regulations, and state laws.
- The right to have the discipline process applied in a timely and fair manner without prejudice, bias, or discrimination.

### ***Freedom of Speech***

Culpeper County Public School students possess a range of free-expression rights under the First Amendment. Students can speak, write articles, take part in demonstrations, and petition school officials on issues of concern. The U.S. Supreme Court has said that students "do not shed their constitutional rights to freedom of speech and expression at the schoolhouse gate." Though students do possess First Amendment freedoms, the courts allow school officials to regulate certain types of student expression. For example, school officials may prohibit speech that substantially disrupts the school environment or that invades the rights of others.

### ***Freedom of Religion***

Students can take part in individual and group prayer during the school day when they are not participating in school activities or are being taught provided they pray in a "non-disruptive manner". These activities have to be voluntary and initiated by the students. Students can also have religious messages on clothing in the same way they are allowed to display non-religious messages on clothing. Students are allowed to express their beliefs about a religion in their school work and assignments if relevant to the assignment.

### ***Right to Associate and Assembly***

Students have the right to meet and associate with other students in manner that will not disturb regular school activities, and to meet in groups at the school for a legitimate purpose with proper supervision and administrative approval.

### ***Protection from Discrimination***

Students are protected by law from being treated differently in disciplinary actions or educational opportunities because of race, religion, gender, sexual orientation, ethnic, national origin, or disability



status.

### ***Voluntary Participation in Civic Ceremonies and Traditions***

Public school students are led by staff in selected civic ceremonies and traditions whereby students have the right to participate free from disruption or discrimination. These include a “minute of silence” for meditation, prayer or to engage in a silent activity; to salute the flag and recite the Pledge of Allegiance; or to sing The National Anthem. If students choose not to participate in these civic ceremonies and traditions, they are to remain quiet and are not to disturb or distract others that wish to participate. The right of non-participation by students is recognized by Culpeper County Public Schools and is to be respected without intimidation or harassment by others.

### ***Right to Privacy***

Students have rights to privacy affecting their educational and discipline records, individual counseling, health conditions, disability status or other confidential information. School employees’ access to a student’s confidential information and its dissemination to others are defined and proscribed by school board policy, state and federal law.

### ***Expectations of Privacy, Searches, and Confiscation of Personal Property***

Each person has the right to be safe and secure at school and students have the right to pursue their education in an environment free of dangerous or disruptive items. Therefore, schools officials have the authority to prohibit certain items and conduct searches to locate and confiscate such items. School-owned property such as lockers, cubbies, desks, computers, or other school owned property in a student’s use can be searched without notice or cause. *There is no expectation of privacy for students in their use or possession of school-owned property.*

Furthermore, when a “reasonable suspicion” exists to cause a search for prohibited items or for evidence that a law or a school policy has been violated, school officials have the right to search the personal property of students to include, but not limited to: clothing; purses; notebooks; book bags; duffle bags; computers; cell phones; or other electronic devices. Any vehicle brought on school property or at any school related event is subject to search if “reasonable suspicion” exists that prohibited items may be present in the vehicle.

Prohibited items or the misuse of allowable items are subject to immediate confiscation by school officials pursuant to school board policies and regulations. Refusal to cooperate with a lawful request to search will result in disciplinary action.

### ***Right to Review Records***

Students and parents have the right to review educational and discipline records upon a request.

### ***Self-Defense Claims***

Cases for which self-defense is claimed by a student must meet the following criteria:

1. The claimant must not have provoked or behaved in a manner to cause the incident;
2. The claimant must have had reasonable fear of danger of harm; and
3. Used no more force than needed for protection from the threatened harm.

Such incidents must be reported immediately to school officials. When claims of self-defense have been established, the administrator shall:

1. Allow the student to present his version of what occurred; and
2. Review circumstances and relevant information from others pertaining to the incident,

including relationships and previous patterns of interaction among the students involved. Findings from the review of circumstances and other relevant information will be considered in determining the appropriate disciplinary action. Claims of self-defense do not constitute a valid defense against possession or use of a weapon on school property or at any school-sponsored activity.

### **ATTENDANCE- EXCESSIVE ABSENCES, LATE ARRIVALS, and EARLY DISMISSALS**

It is the legal responsibility of parents to ensure their child receives an appropriate education. Regular attendance is a significant factor in academic achievement and plays an important role in developing good habits for future education and employment. Furthermore, late arrivals and early dismissals interrupt the learning of other students. Therefore, the Culpeper County School Board expects students to be on time to school, attend all classes without being late or leaving early, and are not to leave school grounds without administrative approval. Failure to follow the attendance policies of the school division and individual schools will result in disciplinary action towards the student and legal proceedings may be initiated against the parent, student, or both. (See page 34 for the complete attendance policy.)

### **CONDUCT ENDANGERING SELF OR OTHERS**

#### ***Weapons and Other Dangerous Items***

The possession, use, sale, or purchase of any or dangerous item in any school building, on school grounds, in any school vehicle or at any school-sponsored activity without the authorization of the school principal or the school Division Superintendent is prohibited. A violation of this policy shall require that proceedings for the discipline of the student involved be initiated immediately by the principal.

Such weapons and dangerous items include, but are not limited to:

- any firearm designed or intended to propel a projectile of any kind, or any look-alike gun
- any type of ammunition
- any knife, razor or box cutter
- any explosives, fireworks, and destructive devices
- any tool such as screwdrivers, hammers, hatchets, axes
- any “fighting” weapon
- any common object such as scissors, pencils, sports equipment, if used as weapon

In accordance with state law, a student who is determined to have brought a “firearm” as defined in law or knife with a blade of 3 inches or longer, or other types of fighting weapons on school property or to a school-sponsored activity shall be expelled for no less than one calendar year (365 days). The Superintendent or designee may, however, determine, based on the facts of a particular case that special circumstances exist and another disciplinary action is appropriate. Any such discipline shall be taken in accordance with policy. Nothing in this section shall be construed to require a student’s expulsion regardless of the facts of the particular situation. **Any student who possesses or uses a weapon or dangerous article on school property shall be referred to law enforcement.**

Exceptions:

Curricular- An exception to this policy may be made for students participating in an authorized part of the curriculum, extracurricular activity or team involving the use of firearms, or in any organization permitted by the school to use the premises. However, the student may be subject to appropriate disciplinary action for misuse of the item or for use for any purpose other than the authorized curricular purpose.

Food Preparation or Service: A student possessing a knife which is (1) customarily used for food preparation or service and (2) is being possessed for the sole purpose of food preparation or service shall not be subject to mandatory expulsion. However, the student may be subject to appropriate disciplinary

action for misuse of the knife or for use for any purpose other than as authorized.

**Any exception must be arranged in advance with the administration of the school involved.**

***Arson, Explosives, Bomb Threats and False Alarms***

Students may not engage in any illegal conduct involving sources of ignition (lighters, matches, flammable fuels); fireworks; explosive, chemical, or incendiary materials or devices; or hoax devices, as defined in the Code of Virginia. Possession or use of such items is prohibited. Furthermore, students shall not make any threat or false threat to bomb, burn, or destroy property or to cause harm to others, nor to cause a false alarm to be initiated, conveyed, or transmitted.

***Alcohol, Tobacco Products, Drugs, Inhalable or Ingestible Harmful Substances, and Drug Paraphernalia***

Students shall not possess, use, distribute or be under the influence of alcohol, tobacco products, drugs, inhalable or ingestible harmful substances, or drug paraphernalia on school property, at school sponsored activities on or off school property, on school buses or at school bus stops. Substances prohibited by this section includes, but may not be limited to: tobacco products; electronic cigarettes; alcohol; marijuana; illegal or controlled substances; prescription drugs; drug paraphernalia; steroids; inhalants; imitation controlled substances; or over the counter medications or any other inhalable or ingestible substance, whether legally or illegally possessed, where the substance is used or is to be used in a manner that causes physical or mental impairment or subjects the user to a dangerous risk of physical or mental harm.

Any medications prescribed by physicians or over the counter medications for a student must be brought to the school office by a parent if the student has the need to take such medications during the school day. Once a parent has completed the appropriate form for dispensing medication, arrangements will be made for the student to receive his medication during the school day.

***Conspiracy***

The planning and/or an agreement by two or more students to commit an illegal act is prohibited whether the conspiracy results in an illegal act on school property or at a school-related event, or whether the conspiracy occurs or is furthered by students while under the authority of the school.

***Disciplinary Actions relating to Alcohol & Drugs***

Students who are found to be in violation of Culpeper County Public School's policies with regard to the use, possession, or distribution, or intent to distribute of alcohol or drugs shall be subject to immediate suspension, notification to law enforcement authorities, and possible expulsion in accordance with school board policies and regulations. Offending students may be required to participate in a substance abuse evaluation and program of treatment by the Division Superintendent or school board as a condition of enrollment.

***Assault and Threats***

Assault is a threat or attempt to cause bodily injury. Threats are circumstances whereby a person is placed in reasonable fear of bodily injury by weapons, attempts at physical contact, gestures, written notes, electronic messages, or verbal comments. Assaults and threats are prohibited.

***Battery (Physical Aggression)***

Battery is any bodily hurt, however slight, done to another person in an angry, rude, or vengeful manner. Students are prohibited from committing battery by intentionally hitting, shoving, tripping, scratching, biting, throwing objects at, or blocking the passage of another person.

***Inappropriate Behavior***

The behavior of students in various school settings- classrooms, playgrounds, hallways, cafeterias, gymnasiums, on school buses, at bus stops, or at school-related events must be appropriate for the time, place, and circumstances. Acts of harmful play (wrestling, play fighting, or pranks), rambunctiousness (running, jumping, standing, yelling, or loud talking not in proper context) or any socially inconsiderate behaviors (line cutting, playing with food, not waiting for a turn) are prohibited.

### ***Incitement or Instigation of Fighting***

Actions, comments, written or electronic messages intended to cause others to engage in mutual acts of aggression or may result in acts of aggression are prohibited.

### ***Fighting***

Aggressive actions by which two or more persons mutually intend to cause harm or injury are prohibited. These actions include, but are not limited to: hitting, kicking, shoving, wrestling, or other aggressive actions which could result in harm or injury to the individuals involved, bystanders or school personnel, or damage to school or personal property.

### ***Sexual Behavior & Sexual Harassment***

Sexual behavior is prohibited in any form on school grounds, school buses, or at school sponsored activities. Sexual behavior includes, but is not limited to offensive touching, indecent exposure, sexual messages including electronic messages, obscene photographs or video and inappropriate gestures. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive environment are prohibited.

### ***Stalking***

Students shall not engage in a pattern of behavior that places another person in reasonable fear of bodily harm or constitutes an invasion of their privacy. These behaviors include: following their movements; visual or auditory spying; use of electronic means of surveillance; use of intermediaries acting on their behalf.

### ***Profane or Obscene Language, Behavior, or Items***

Students shall not use vulgar, profane, or obscene language or engage in conduct that is vulgar, profane, or obscene. The possession of obscene literature, photographs, video, or illustrations in any form is also prohibited. This includes the wearing of clothing or adornments which convey sexually suggestive messages.

### ***Extortion***

Willful use of physical or verbal threats intended to result in an involuntary transfer of money or property to another person is prohibited.

### ***Gambling***

Gambling is any event, action, or statement which relies on chance for the monetary advantage of one participant at the expense of others. This includes exchanging items of value, as well as currency, and extends to keeping score for later settlement. Gambling on school property or at school-related events is prohibited.

### ***Hazing***

No student shall engage in hazing. Hazing means to recklessly and intentionally endanger the health or safety of a student or students or to inflict bodily harm on a student or students in connection with or for the purpose of initiation, admission into or affiliation with, or as a condition for, continued membership in

a club, organization, association, fraternity, sorority, or student body, regardless of whether the student or students so endangered or injured participated voluntarily in the activity.

Hazing is a Class 1 misdemeanor which may be punished by confinement in jail for up to 12 months and a fine of up to \$2500, or both, in addition to any disciplinary consequences which may be imposed. The principal of any school at which hazing causes bodily injury shall report the hazing to the local law enforcement.

### ***Bullying***

Students, either individually or as a part of a group, shall not bully others.

**“Bullying” means any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma.**

The following conduct is illustrative of bullying:

- Physical intimidation, taunting, name calling, insults, excluding or ostracizing behaviors;
- Comments regarding the race, gender, religion, national origin, physical abilities or characteristics of the targeted person or his or her associates;
- Falsifying statements about other persons or spreading rumors; or
- **“Bullying” includes cyber bullying which is the use of technology such as e-mail, text messages, or postings on web sites to defame or threaten others.**

### ***Defiance***

Students must comply with any reasonable written or verbal direction given by school personnel. These include, but are not limited to, requests to stop talking, to stay seated, to participate in learning activities, to hand over personal property, to cease a behavior, or to identify themselves to school personnel.

### ***Disruptive Behavior***

Any physical or verbal disturbance which occurs within the learning environment which interrupts or interferes with teaching or learning, the orderly conduct of school activities, or the safe operation of school programs or a school bus is prohibited.

### ***Disrespect towards Others***

Students may not verbally, through writing or pictures, use of gestures or body language curse, defame, ridicule, or intentionally embarrass another person to include students, school personnel, or visitors. Students who refuse to recognize the proper authority of school personnel to enforce rules are also in violation of this rule.

### ***Unauthorized Use of Photography, Video, or Audio***

Students are prohibited from taking photographs, or creating video or audio recordings of other students, school personnel, or visitors without the express consent of the teacher, principal, or other school personnel in supervision of the student. This applies within school buildings or on school grounds, on school buses or at bus stops, or when attending school-related events on or off campus.

### ***Gang Activity or Association***

The School Board acknowledges the existence of gangs in the community and the threat they pose to the educational environment. Therefore, students shall not engage in gang activity on school grounds, on school buses or at any school sponsored activity.

Gang activity is defined as:

- wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other thing that is evidence of membership or affiliation in any gang;
- committing any act or omission, or using any speech, either verbal or non-verbal (such as gestures or hand-shakes) showing membership or affiliation in a gang;
- using any speech or committing any act or omission in furtherance of the interests of any gang;
- soliciting, hazing and initiating others for membership in any gang;
- requesting any person to pay protection or otherwise intimidating or threatening any person; or committing any other illegal act or other violation of school policy.

### ***Operation of Motor Vehicles***

Students and visitors operating motor vehicles to and from school and on school property shall do so in a safe and proper manner. Any student who drives in a careless or dangerous manner, or under the influence of alcohol or narcotics on school property and/or ignores parking rules is subject to revocation or suspension of their parking privileges, and will be referred to law enforcement.

### **INTEGRITY**

Students shall demonstrate honesty, trustworthiness, and integrity in their interactions with others, and in their academic work. Fair and just disciplinary actions dictate that school officials need truthful statements from accused students, accusers, and witnesses when investigating violations of the Code of Conduct. Students are subject to separate disciplinary action for attempts to deceive school officials in the course of investigations or in the administering of disciplinary actions. Attempts toward completion of any act described below would constitute a violation and may be punishable whether or not the attempted act is completed. The behaviors described below are prohibited:

#### ***Cheating***

Cheating includes the actual giving or receiving of any unauthorized aid or assistance or using an unfair advantage on any form of academic work.

#### ***Plagiarism***

Plagiarism includes the copying of the language, structure, idea and/or thought of another person and representing it as one's own work.

#### ***Forgery***

Forgery is the signing of another person's name or initials on a document with the intent to deceive others.

Forgery also includes the altering of any school document or parent note.

#### ***Lying***

Lying is the act of making a false statement with the intent to deceive others. Students are expected to provide truthful statements to school personnel when asked questions related to their own academic work or behavior, and when questioned about the behavior or actions of others.

#### ***False Allegations***

The making of false accusations against innocent person(s) may carry serious consequences for the person(s) accused. Therefore, students falsely accusing other students of violations of the Code of Conduct are subject to disciplinary actions. Students making false accusations against school division employees, volunteers, law enforcement personnel, or other persons are subject to disciplinary actions which may include long term suspension.

## **PROPERTY OFFENSES**

### ***Stealing or Theft***

The taking or attempt to take the property or money of another person, the school, or other organizations by force, threat, trickery, or stealth is prohibited.

### ***Trespassing***

It is unlawful for any person, whether or not a student, to enter upon or remain upon any school property (including school buses) in violation of any directive by school personnel to leave the property or by posted notice which contains such information. Students suspended or expelled from school are not to be on any Culpeper County Public Schools property, including buses or bus stops, or attend any school-related events. Violators are subject to discipline and/or notification to law enforcement.

### ***Vandalism***

Vandalism is the willful marring, defacing, (i.e. graffiti), or destruction of the property of Culpeper County Public Schools, or any public or personal property while on school property or during a school-sponsored activity. Additionally, this includes unauthorized entry into any computer system (See Acceptable Computer System Use Policy).

Vandalism of property is prohibited and anyone who vandalizes property will be disciplined and/or reported to law enforcement and will be responsible for monetary restitution for the total cost of replacement or repair.

### ***Buying, Selling, or Trading of Items***

Students are prohibited from engaging in the buying, selling, or trading of personal property on school property or at school-related events. The conduct of school-related fund raisers must be in accordance with provisions established by the school principal or designee. Permission to conduct or advertise fundraising for outside organizations or individuals must be approved by the Division Superintendent or designee.

## **STANDARDS OF DRESS (Pre-Kindergarten thru 12)**

Culpeper County Public Schools seek to maintain an orderly environment for the education of students. To accomplish this goal, the Division has established a standard of student dress that is conducive to a proper educational climate, while reasonable enough to allow students to be expressive in their clothing selection.

The following are examples of the standards of dress that will be enforced at school:

- Clothing must cover the entire body between the neckline and mid-thigh.
- The display of any portion of underwear with the exception of appropriate undershirts is prohibited.
- Underwear appropriate for the body is to be worn at all times (Undershirts are optional).
- Clothing designed to be worn as an undergarment cannot be visible between the neck line and mid-thigh. These items include, but are not limited to: panty hose or tights.
- Items that cover any portion of the head are prohibited. (Appropriate hair adornments are permitted.)
- Any items that advertise tobacco, drugs, or alcohol are prohibited.
- Any items associated with or suggestive of support for or membership in a criminal street gang are prohibited.
- Any items pornographic, obscene, or sexually suggestive in nature are prohibited.

- Items that in the opinion of school officials are reasonably probable to disrupt the operation of the school or endanger the wearer or others are prohibited.

**The principal or designee has the authority to decide whether or not an item of clothing or adornment is appropriate.**

Students in grades 6 -12 who violate the dress code will have to immediately remedy the dress code violation and are subject to the following disciplinary actions.

**1<sup>st</sup> offense** - The Student shall be required to immediately remedy the dress code violation and a verbal warning shall be issued.

**2<sup>nd</sup> offense** - The Student shall be required to immediately remedy the dress code violation and the parent/guardian shall be notified.

**3<sup>rd</sup> offense** –The Student shall be required to immediately remedy the dress code violation, up to a 30 minute detention shall be required, and the parent/guardian shall be notified.

**4<sup>th</sup> offense** - The Student shall be required to immediately remedy the dress code violation, ½ day in-school suspension shall be required, and the parent/guardian shall be notified.

**5<sup>th</sup> offense** - The Student shall be required to immediately remedy the dress code violation, a 1 day in-school suspension shall be required, and the parent/guardian shall be notified,

**6<sup>th</sup> Offense & thereafter** - The Student shall be required to immediately remedy the dress code violation, a 1 day out-of-school suspension shall be required, and a parent/guardian conference shall be required.

**The discipline of students at the elementary level (Grades Pre K – 5) shall be at the discretion of the principal and shall depend upon the age of the student and the type of violation.**

## **PORTABLE ELECTRONIC DEVICES**

The Culpeper County School Board recognizes that Portable Electronic Devices (PED) such as cell phones, computers, and audio/video devices may be used for valid purposes, such as communication, information, and entertainment, while at school or at school-sponsored events; however, the possession and use of a PED on school property is a privilege both subject to strict regulation and revocable for reasonable cause. Students with parent permission may possess and use PEDs on school property but only when such use is in strict compliance with the following restrictions:

- Student use of a PED at any permitted time and location SHALL NOT distract the student or others from learning or participating in the educational process, interfere with the work of school employees, create any safety concern or hazard, and/or violate any other provision of the code of conduct.
- Students in grades 9 through 12 may use PEDs before the morning tardy bell, after the dismissal bell, during lunch in the commons areas of the school, or at other times when explicitly permitted by a school employee.



- Students in grades 6 through 8 may NOT use PEDs upon arrival at school or during the school day, but may use PEDs after the dismissal bell in the commons areas of the school, or at other times when explicitly permitted by a school employee.
- Students in grades pre-kindergarten through 5 may NOT use PEDs while on school property or when attending school-related events unless given explicit permission by the principal or designee.

The School Board, its employees or agents are not responsible for any loss, theft, damage to, or safety of any PED brought onto school property at any time. The student or parent who brings or allows such a PED to be brought to school assumes the risk of all such damage or losses.

Students and parents who use or consent to the use of a PED at school and in compliance with the rules for use established by this policy expressly understand that no PED will be configured for use on the CCPS computer network and, therefore, any student use of a PED to access the internet while at school will not be subject to or affected in any way by CCPS network filters. Accordingly, students and parents who use or consent to the use of a PED at school assume all risk that student use may expose the student to inappropriate, obscene, or harmful content and that it shall not be the responsibility of the School Board or its employees to monitor student use of the internet when using a PED at school or to protect or prevent students from accessing inappropriate or harmful internet content.

If a cell phone or other electronic device is confiscated to investigate other possible violations of the Code of Conduct (e.g., bullying) or violations of law (e.g., possession of child pornography), then school officials and/or law enforcement shall keep the device until the investigation is complete.

#### **First Offense**

Warning issued and device to be turned off and removed from sight. (If this directive was previously stated as a general direction to all students present; second offense applies.)

#### **Second Offense**

Device confiscated by school employee and securely held until the end of class, activity, or bus ride and conference is held with student.

#### **Third Offense**

Device confiscated by school employee, securely held, and given to principal or designee until an administrator is able to have a conference with student.

#### **Fourth Offense and thereafter**

Device confiscated by school employee, securely held, and given to principal or designee until an administrator is able to have a conference with student and parent or guardian.

**The refusal of a student to relinquish possession of a device upon request by a school employee will result in a suspension from school pending a conference with a parent or guardian. Any student suspended on three separate occasions in a school year for violation of this policy will lose the privilege of possessing the device(s) for the remainder of the current school year.**

### **TYPES OF DISCIPLINARY ACTIONS**

The Code of Conduct specifically outlines categories of behavior and states possible disciplinary actions (consequences) which may occur as a result of a violation of the code. When making disciplinary decisions, school personnel will consider several factors, to include:

1. the specific code section(s) being violated
2. specific circumstances surrounding the incident
3. the student's previous discipline record
4. the age and/or grade level of the student
5. the disability status of the student, if applicable
6. other factors as appropriate.

### ***Confiscation***

Any item prohibited by this Code of Conduct, *or* any item deemed to be disruptive to the school environment, will be removed from the student's possession and returned to the parent in accordance with school board policy. Depending upon the item confiscated, and the number of previous offenses additional disciplinary action may be required.

### ***Student Conference***

Formal and informal conferences are frequently held between the student and teacher, bus driver, guidance counselor, or school principal in the course of disciplining a student. The purpose of the conference is to help the student become aware of inappropriate behavior and to assist with correcting the behavior.

### ***Assigned Seating or Restrictions of Movement***

Assigned seating or restrictions on the movement of a student in the classroom, cafeteria, or bus restricts a student's interactions with other students and limits their freedom of movement to prevent disruption.

### ***Timeout***

Timeout is the placement of a student in a location within the classroom, cafeteria, or other area where peer interaction is prohibited for a short period of time. Timeout is an informal disciplinary action not subject to required notification to parents, or inclusion in a student's permanent educational record or state discipline reports.

### ***Detention***

Detention is the placement of a student in a restrictive setting supervised by school personnel excluded from their peers during non-instructional activities such as: before or after school; lunch periods; recess; or breaks. Detentions may be considered a formal disciplinary action requiring notification to parents and inclusion in a student's permanent educational record depending upon the specific discipline policies of the school.

### ***Loss of Social Privileges***

The loss of social privileges is the denial of student's participation in certain school activities: recess, assemblies, athletic events, or extra-curricular activities. The short-term loss of social privileges is an informal disciplinary action and is not included in a student's permanent educational record, with certain exceptions. The long-term denial of social privileges is a formal disciplinary action requiring notification to parents and inclusion in a student's permanent educational record.

### ***Temporary Removal of a Student from Classroom***

State law provides that teachers shall have the initial authority to temporarily remove a student from their classroom for disruptive behavior subject to procedures and policies approved by the school board.

***School-based Stay-Away Orders***

Students who engage in bullying or other harassing behaviors may be ordered to stop all interaction with another student or school employee while on school property, at bus stops, or while attending school-related events. The issuance of a school-based stay-away order is a formal disciplinary action requiring notification to parents and inclusion in a student's permanent educational record.

***In-School Suspension***

Students may be placed and supervised in a restrictive setting within the school referred to as "in-school suspension" for violations of the Code of Conduct. In-school suspensions deny students the ability to attend their normal instructional activities, in addition to other non-instructional activities. This placement may be for part of the school day, the entire school day, or multiple school days at the discretion of school administrators. Students must conform to the work and behavior expectations of the in-school suspension program before being released by the principal or designee. In-school suspensions are formal disciplinary actions requiring notification to parents and inclusion in a student's permanent educational record, and state discipline reports.

***Short-term Suspension***

Students may be prohibited from attending school and other school-related activities by a school administrator for a period not to exceed ten (10) days for serious or repeated violations of the Code of Conduct. Parents must attend a conference with the suspending school administrator before returning to regular school attendance. Students suspended or expelled from school are not allowed on any Culpeper County Public Schools property, including buses or bus stops, or to attend any school-related events. Violators are subject to notification to law enforcement for trespassing. Short-term school suspensions are formal disciplinary actions requiring notification to parents and inclusion in a student's permanent educational record, and state discipline reports.

***Referral to Discipline Hearing***

Student and their parents (or legal guardian) may be required to attend a discipline hearing concerning serious or repeated violations of the Code of Conduct. The Discipline Hearing Officer or Committee reviews the specific case(s) of the student being referred, and after hearing from all parties involved, may impose a variety of consequences including long-term out-of-school suspensions, placement in alternative education programs, require counseling or alcohol/drug treatment, or recommendation to the Division Superintendent for expulsion by the Culpeper County School Board.

***Student Services Intervention***

When a student experiences repeated problems in school, school personnel may refer this student to the school counselor or the school psychologist for counseling and intervention strategies with parent permission. Outside counseling may also be recommended or required.

***School/Community Service***

Students may be required to perform school/community service to compensate for certain violations of the Code of Conduct.

***Restitution***

Payment for school division property that is stolen, damaged or destroyed by a student will be required.

***Probation***

Students may be placed on probation rather than suspension. Students on probation may also be prohibited from participating in specific activities. Students who violate probation are subject to a discipline hearing with the recommendation for long-term suspension.

***Long-Term Suspension***

Long-term suspensions are greater than ten days and no more than 364 days. The Discipline Hearing Officer or Committee may impose this consequence for serious or repeated violations of the Code of Conduct after a discipline hearing is held. Parents have the right to appeal a long-term suspension to the Superintendent or his designee. Students suspended from school are not allowed on any Culpeper County Public Schools property, including buses or bus stops, or to attend any school-related events. Violators are subject to notification to law enforcement for trespassing. Long-term school suspensions are formal disciplinary actions requiring notification to parents and inclusion in a student's permanent educational record, and state discipline reports. A long-term suspended student may be required to participate in educational programs, counseling, treatment, or community service as a condition of re-enrollment at the end of the suspension period.

***Alternative Education Programs***

In cases of serious or chronic violations of the Code of Conduct a student may be assigned to a program of alternative education to include school division-based programs, off school grounds programs, distance learning programs via the internet and software, homebound instruction.

***Expulsion by the School Board***

Expulsion is defined as the exclusion of a student from attending Culpeper County Public Schools for no less than 365 days. In cases of very serious or continuous violations of the Code of Conduct after other interventions have been exhausted, a principal may recommend to the Division Superintendent or designee, the expulsion of a student by the school board.

The Division Superintendent or designee will examine the facts of the case and make a determination to carry that recommendation forward to the school board for hearing. Factors considered include:

1. nature and seriousness of the violation(s)
2. degree of danger to the school community
3. the student's previous disciplinary record
4. appropriateness or availability of alternative education placements
5. age and grade level of the student
6. results of substance abuse, mental health, or special education evaluations
7. attendance and academic records
8. other matters as appropriate. If the recommendation for expulsion is made by the Superintendent a hearing will be scheduled within 10 days. The Superintendent, or designee, shall notify the parents of the time and place of the hearing.

Action by the Culpeper County School Board is considered final. Any appeal of an expulsion must be registered with the local Circuit Court in accordance with state law.

An expelled student may be required to participate in educational programs, counseling, or community service offered through the school division as a condition of re-enrollment at the end of the expulsion period. Any costs of educational or counseling programs not offered by the school division are the responsibility of the parent/guardian.

Students expelled from school are not allowed on any Culpeper County Public Schools property, including buses or bus stops, or to attend any school-related events. Violators are subject to notification to law enforcement for trespassing.

Under state law, school divisions may deny enrollment of any student under expulsion or long-term

suspension from another school division until the period of suspension or expulsion has passed and any conditions for enrollment are met.

### ***Corporal Punishment (Policy JGA)***

No teacher, principal or other person employed by the School Board shall subject a student to corporal punishment. This prohibition does not prohibit the use of incidental, minor or reasonable physical contact or other actions designed to maintain order and control or the use of reasonable and necessary force:

- to quell a disturbance or remove a student from the scene of a disturbance which threatens physical injury to persons or damage to property;
- to prevent a student from inflicting physical harm on himself;
- for self-defense or the defense of others; or
- to obtain possession of weapons or other dangerous objects or controlled substances or paraphernalia which are upon the person of the student or within his control.

For the purposes of this policy, "corporal punishment" means the infliction of, or causing the infliction of, physical pain on a student as a means of discipline. "Corporal punishment" does not include physical pain, injury, or discomfort caused by participation in practice or competition in an interscholastic sport, or participation in physical education or an extracurricular activity.

### ***Reporting Disciplinary Actions***

School employees are to maintain open and proactive communication with parents and students to attempt to prevent most disciplinary problems before formal disciplinary actions are necessary. Therefore, parents may be notified by teachers, bus drivers, or school administrators verbally or in writing when students have committed minor violations of the Code of Conduct that require *informal disciplinary actions* such as assigned seating; restrictions of movement; student conferencing; time-outs; short-term loss of social rights such as the denial of recess or free time; lunch with peers; attending or participating in an assembly, athletic competition, or extracurricular activity. Informal disciplinary actions are not recorded in the student's permanent educational records, nor are these disciplinary actions included in school division discipline reports to the Virginia Department of Education, with certain exceptions.

School administrators or their designee are to make reasonable efforts to notify parents through written and/or oral communications when *formal disciplinary actions* are implemented such as removal of the student from the classroom; detentions; school stay-away orders; long-term loss of social rights; in-school suspensions; out-of school suspensions; expulsions. Formal disciplinary actions are recorded in the student's permanent educational records, and are included in school division discipline reports to the Virginia Department of Education, with certain exceptions. Additionally, upon the out of school suspension of any student, the person responsible for issuing the suspension shall report the facts of the case in writing to the Division Superintendent or designee.

### ***Discipline Records***

State law requires that certain violations of the Code of Conduct be recorded in writing and maintained in each student's cumulative educational record. Violations of the Code of Conduct and the formal disciplinary actions taken are recorded on school discipline referrals and are sent home to be signed by the parent. The number of violation(s) by type and the formal disciplinary actions taken are entered into the student records management system for use by the school division and are reported to the Virginia Department of Education annually.

### ***Reporting of Certain Offenses to Law Enforcement Authorities***

Local school board policy must provide for notification of local law enforcement authorities in accordance with § 22.1-279.3:1.D. of the *Code of Virginia* that requires principals to immediately report to the local law enforcement agency any act enumerated in clauses (ii) through (vii) of §22.1-279.3:1.A. that may constitute a criminal offense. A principal may report to the local law enforcement agency any incident described in clause (i) of subsection A. When there is injury, or the battery is against school personnel, reporting is mandatory. Section 22.1-279.3:1.A. of the *Code* lists offenses as stated below:

- i. The assault or assault and battery, without bodily injury, of any person on a school bus, on school property, or at a school-sponsored activity
- ii. The assault and battery that results in bodily injury, sexual assault, death, shooting, stabbing, cutting, or wounding of any person, or stalking of any person as described § 18.2-60.3, on a school bus, on school property, or at a school-sponsored activity
- iii. Any conduct involving alcohol, marijuana, a controlled substance, imitation controlled substance, or an anabolic steroid on a school bus, on school property, or at a school-sponsored activity, including the theft or attempted theft of student prescription medications
- iv. Any threats against school personnel while on a school bus, on school property or at a school-sponsored activity
- v. The illegal carrying of a firearm, as defined in § 22.1-277.07, onto school property
- vi. Any illegal conduct involving firebombs, explosive materials or devices, or hoax explosive devices, as defined in § 18.2-85, or explosive or incendiary devices, as defined in § 18.2-433.1, or chemical bombs, as described in § 18.2-87.1, on a school bus, on school property, or at a school-sponsored activity
- vii. Any threats or false threats to bomb, as described in § 18.2-83, made against school personnel or involving school property or school buses, or
- viii. The arrest of any student for an incident occurring on a school bus, on school property, or at a school-sponsored activity, including the charge therefore.

The principal or designee must also notify the parent of any student involved in the incidents listed above, as well as incidents committed by students enrolled at the school if the offense would be a felony if committed by an adult. The principal or designee must also report these incidents to the Division Superintendent. Whenever a student commits a reportable incident named in the *Code*, the student shall be required to participate in prevention and intervention activities as determined appropriate by the Division Superintendent or designee.

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Amended: August 11, 2014

Amended: May 11, 2015

## STUDENT CONDUCT ON SCHOOL BUSES

### **Proper Student Behavior on Buses**

#### ***Student's Responsibility***

Proper behavior by students riding school buses is essential to the safe and efficient operation of the school bus. Therefore, bus riders must conform to all standards of behavior as detailed in the Culpeper County Public Schools Student Code of Conduct in addition to the rules that are specific to riding a school bus or at bus stops.

#### ***Bus Driver's and Aide's Responsibilities***

The driver is responsible for the safe operation of the bus, and has immediate authority over students. The driver or aide is required to enforce all rules for students. Drivers and bus aides have the responsibility to prevent misbehavior by establishing themselves as authority figures, communicating the Code of Conduct for bus riders, paying attention to the behavior of students to the extent possible while safely driving the bus, and acting promptly and appropriately to stop further misbehavior once it is observed or heard. Drivers are expected to listen attentively to student's complaints of bullying or reports of serious misbehaviors, and take immediate action even when these behaviors are not witnessed by the driver. Drivers are expected to communicate with parents about the less serious misbehaviors of their children and to respond to parents concerns accordingly. Serious violations the Code of Conduct or ongoing less serious violations of the code are to be reported to the principal of the school where the student attends using the appropriate discipline referral form and process as soon as possible.

#### ***Principal's Responsibilities***

The principal of the school is ultimately responsible for discipline of students and shall require *appropriate behavior* of students on the school bus or at bus stops. Principals are to communicate to students and parents the rules for bus riders, and take preventive steps to promote proper bus riding behavior. Principals have authority to deny students the privilege to the ride bus for a period of time for acts of misconduct which interferes with the safe and orderly operation of the buses or interferes with the rights of other students. Principals are expected to act in a timely manner on discipline referrals submitted by drivers or aides, and to communicate to drivers, students, and parents the outcome of any discipline proceeding.

#### ***Parent's Responsibilities***

Parents are responsible for expecting and encouraging the proper behavior of their children while riding the bus or at bus stops. Parents are to ensure their children are at their assigned bus stop at the appointed time for pick-up, and they act appropriately at bus stops. Parents of younger students (preK-2) are to ensure a responsible adult or older student will walk the younger child to and from home to the bus stop each morning and afternoon. Parents are to report to drivers or principals concerns relating to student behavior that come to their attention. Parents are to write notes giving permission when their child needs to ride another bus, disembark at another stop, or have another student arrive at their home. (This authorization must be approved by the principal concerned and given to the bus driver in the form of a bus pass.) Parents are to transport their child if a bus suspension is imposed.

#### ***Warnings, Assigned Seating, and Bus Suspensions***

Principals and bus drivers may issue warnings or assigned seats to students for less serious violations of the code of conduct. Principals may choose to impose bus suspensions for students who continue with less serious violations of the code of conduct, or who commit a serious violation of the Code of Conduct for a period of up to ten days (10) factoring in the age and maturity of the student involved, and the student's previous record of bus behavior. Students who are suspended from the school bus are the responsibility of the parents to transport to and from school. Students continue to be subject to Virginia's Compulsory Attendance Law and Culpeper County School Board's Policy on Attendance when suspended from riding school buses. Suspension from the bus for a specific

number of days refers to days that school is in session. Teacher workdays, weekends, holidays, or other days that schools are closed for students will not count in the days suspended from the bus.

### ***Code of Conduct for Bus Riders***

Any of the following serious violations of the Code of Conduct is a sufficient reason for denying students the privilege to ride buses without a prior warning. These serious acts of misconduct must be referred to the principal for immediate discipline.

- Possession of a weapon to include a gun, knife, (or look-alikes), or any ordinary item intended to be used as a weapon (scissors, pencils, tools, sports equipment).
- Possession of drugs, tobacco, or alcohol or the suspected use of any intoxicant.
- Bullying, aggressive behavior, or threats towards another person- shoving, tripping, hitting, kicking, biting with the intent of inflicting bodily or psychological harm.
- Sexual acts or sexual harassing behaviors involving inappropriate comments or touching of another person.
- Indecent exposure.
- Profanity or insulting comments of racial, ethnic, or sexual nature.
- Disrespect towards the bus driver or bus aide to include screaming or yelling at the individual, refusing to obey, making threats, cursing, or making inappropriate gestures.
- “Aggressive play” such as wrestling, pushing, chasing, tripping, hitting, or kicking.
- Thefts or vandalism of another person’s property or of the school bus.
- Throwing objects out of a bus window.

The following are less serious violations of the Code of Conduct to be addressed by bus drivers first and only after a warning to stop is disobeyed, or continues over time.

- Incidental pushing as students are entering and leaving the bus (not with force or the intent to harm).
- Throwing of any objects on the bus (not out the window or with the intent of harm).
- Not being seated while the bus is in motion; moving seats or standing without permission.
- Sitting in unsafe manner- sitting blocking the aisle, backwards or sideways, on the knees or legs, on top of another person or objects.
- Persistent loud or boisterous talk.
- Engaging in arguments, teasing, or minor name-calling.
- Not sitting in an assigned seat.
- Possession of glass containers, balloons, or other potentially distracting or dangerous items.
- Possession of live animals.
- Eating, drinking, or chewing gum without permission.
- Wearing cleated shoes or other type of spikes.
- Possessing musical instruments, school projects, or other large items that cannot be held on the lap.
- Using cell phones, lap top computers, radios, CD players, iPods, or other electronic devices in an improper manner, or by creating a disruption on the bus or distraction to the driver.
- Littering on the bus.

### ***Bus Stop Behavior***

The bus stop is an area where student behavior can lead to serious injury or death. Drivers observing inappropriate behavior or receiving reports of such behavior are to take action. The school board has the authority to monitor bus stop behavior and enforce the Code of Conduct upon students at the bus stop.



Violations of the Code of Conduct include:

- Getting on or off at an unauthorized bus stop.
- Riding a bus without authorization of school personnel.
- Playing in an unsafe manner while waiting for the bus.
- Upon leaving the bus crossing the road in an unsafe manner.
- Making the bus wait for your arrival at the bus stop.
- Not staying a safe distance from the road.
- Pushing others or cutting in line as the bus approaches or when boarding the bus.
- Not staying clear of the bus until it has come to a complete stop.
- Not allowing smaller children to board first.
- Bullying behaviors.
- Possession of forbidden items.
- After leaving the bus, not directly going to your home without parental permission.

Adopted: June 27, 2011

Amended: May 11, 2015

Superintendents Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## CULPEPER COUNTY PUBLIC SCHOOLS STUDENT ASSISTANCE PROGRAM

### Culpeper County Public School's Regulation- Disciplinary Actions relating to Harmful Substance Use

#### **Selling and Distributing**

Students who are found to be in violation of Culpeper County Public School's harmful substance policies and procedures with regard to selling, distribution, or possession with intent to distribute shall be subject to immediate suspension and recommended for expulsion in accordance with Board policies and regulations.

#### **Possession and/or Use**

Students who are found to be in violation of the school division's harmful substance ~~abuse~~ policies and procedures with regard to possession and/or use of said harmful substances on school property or while engaged in school activities and events off school property, including being under the influence of harmful substances while at school or engaging in school activities or events, shall be immediately suspended and recommended for long-term suspension. The Culpeper County Public School's Discipline Hearing Officer shall hear the case and shall have the authority to order participation of the student in the Board-approved *Student Assistance Program (SAP)*. Students who are referred to the *Student Assistance Program* must follow all SAP rules, regulations, and procedures in order to be re-admitted to regular school attendance. SAP rules, regulations and procedures include but are not limited to, the following:

1. The student is referred to the Sheriff's Department School Resource Officer (SRO).
2. The student will be suspended from their regular school for a minimum of twenty (20) school days following the decision of the Discipline Hearing Officer or Superintendent's designee. The student is placed in an alternative education program during the 20 day period of suspension. The student must successfully meet their educational and behavior goals in the alternative education program before transitioning back to their regular school following their period of suspension.
3. The student and their parent or guardian must meet with school officials to sign the *Student Assistance Program (SAP) Contract*.
4. The *Student Assistance Program* consists of:
  - A referral to the Culpeper County *Options Program* for an evaluation by a certified substance abuse counselor. The student will participate in an education program offered by the *Options Program* related to substance abuse. Students participating in the *Options Program* will perform community service to pay for their services. The parent may choose a similar program of substance abuse assessment, counseling or treatment, and drug testing that is *pre-approved* by the Superintendent or designee at no cost to the school division.
  - The student is placed on a strict probation for serious violations of the code of conduct related to harmful substance possession, use, or distribution. A second offense may lead to expulsion by the School Board or suspension from school up to 364 days.

- The student must submit to alcohol/drug testing upon request at no expense to the school division prior to return to their regular school.

5. The student must satisfactorily adhere to the requirements of the SAP contract. Failure to satisfactorily complete the components of the SAP contract may result in further disciplinary action which may include continued assignment to alternative education environments, long-term suspension, or a recommendation for expulsion by the School Board from Culpeper County Public Schools.

Approved: September 20, 2004  
Amended: September 27, 2005  
Amended: September 17, 2008  
Amended: January 14, 2010  
Amended: August 12, 2013  
Amended: June 13, 2016

Cross Refs: JFC Student Conduct  
JFCF Drugs in School  
JFCI Substance Abuse – Student Assistance Program  
JGD/JGE – R1 Student Suspension/Expulsion  
JGDA Disciplining Students with Disabilities

## STUDENT SUSPENSION/EXPULSION

The Culpeper County School Board is responsible for promulgating policies and regulations necessary for creating an environment conducive to teaching and learning, and promoting safety and security for students, staff, and visitors. The code of conduct details prohibited behaviors by students and possible disciplinary actions for students for violations of the code of conduct. These disciplinary actions and the process of adjudicating violations of the code of conduct are detailed below. This Regulation is intended to explain and expand upon Policy JGD/JGE.

### I. DEFINITIONS

**Alternative Education Program** includes night school, adult education, or another education program designed to offer instruction to students for whom the regular program of instruction may be inappropriate.

**Bus Suspension** is a disciplinary action imposed by a school administrator for violations of the code of conduct by a student when on a school bus or at a bus stop resulting in the student's removal from any school bus and/or bus stop for a period of time. A student's absence from school due to a bus suspension is unexcused.

**Detention** is a disciplinary action imposed by school personnel which results in a student's placement in a restrictive setting supervised by school personnel and the exclusion of the student from non-instructional activities to include time before or after school, lunch periods, recess, or breaks.

**Discipline Hearing** is a hearing where a school administrator presents the evidence of a student's alleged violation(s) of the code of conduct to an impartial hearing officer who is an employee of the School Board. The student and parent may present testimony or evidence at the hearing in the student's defense. The hearing officer may impose long-term suspensions; placement in an alternative education program, as provided for in Virginia Code section 22.1-277.2:1, Policy JGD/JGE, and this regulation; recommend expulsion by the School Board; and/or require interventions and restrictions necessary to promote the student's learning and/or a safe and orderly school environment.

**Expulsion** is the disciplinary action imposed by the School Board whereby a student is not permitted to be on any school property, attend any school-related event, or participate in an on-line educational program within the school division and is ineligible for readmission to a school program for a minimum of 365 calendar days from the date of the expulsion. The School Board may determine that special circumstances exist and that a shorter term of expulsion is appropriate. Although not required to do so, the School Board may assign an expelled student to an alternative education setting during or at the conclusion of the expulsion. Expulsion may only be imposed by the School Board. The School Board may require certain conditions be met by the student or parent for readmission. A student who has been expelled must petition the School Board to be re-admitted to any school in the division. If requested by the student or parent, the School Board will rule on the petition for readmission prior to the initial date of eligibility for readmission

**Informal Disciplinary Actions-** These disciplinary actions include, but not limited to: assigned seating; restriction to a specific location; student conferencing; time-out; short-term loss of social rights such as the denial of recess, free time, or lunch with peers; short-term loss of attendance or participation in an assembly, athletic competition, or extra-curricular activity; the forfeiture of a reward or positive recognition. These violations are not recorded in a student's cumulative education records.

**In-School Suspension (I.S.S.)** is a disciplinary action imposed by a school administrator by which a student is restricted to a location within the school and is not permitted to attend either instructional activities in the regular educational setting or non-instructional activities for a designated period of time.

**Long-Term Out of School Suspension** is a suspension from regular school attendance for eleven (11) school days or more, but less than 365 calendar days, as imposed by the Discipline Hearing Officer, Superintendent or designee, or by the School Board.

**Out of School Suspension (O.S.S.)** is a disciplinary action imposed by a school administrator by which a student is not permitted to attend regular school, be on any school property, or participate in or attend school-related events off campus for a designated period of time.

**Parent-** the natural father or mother of a child; parent by legal adoption; legal guardian of the child; or person having control of the child in absence of the parents.

**Review** is an informal process by which a school administrator examines the alleged violation of the student code of conduct or other rules and the informal disciplinary action taken by a school division employee to ensure the disciplinary action taken was justified. Verbal notification by the parent or student is sufficient to initiate a review and such notice must be received by the school administrator within two (2) school days of the decision to impose the disciplinary action.

**Short-Term Out of School Suspension** is a suspension from school attendance for 10 school days or less imposed by a school administrator. When the term of the suspension expires the student returns to his regular school placement.

**Social Suspension** is a disciplinary action that prohibits a student from attending or participating in school-related extracurricular, athletic, or social events for a designated period of time.

**Student Assistance Program** allows a student who has committed a serious violation of the code of conduct, or multiple less serious violations over time, and who is subject to a long-term suspension to continue to receive educational services subject to certain terms and conditions agreed to by the student and his parent(s). The student and the parent(s) sign a contract by which they agree to participate in the program which may include behavior or psychological assessments, alternative education placements, behavior improvement plans, or any restrictions, conditions, and interventions deemed necessary to improve the student's conduct and to promote safety and order in the schools.

## II. Code of Conduct and the Imposition of Disciplinary Actions

The School Board shall adopt a student code of conduct detailing prohibited student behaviors and actions. The code of conduct shall prohibit behaviors and actions that interfere with student learning or a safe and orderly environment for students, staff, and visitors. The School Board shall authorize the Superintendent or designee to establish guidelines or regulations for disciplinary actions to enforce the code of conduct and to promote its goals.

Disciplinary actions may be initiated when school authorities determine the imposition of such measures are appropriate because a student's conduct violates the code of conduct and/or constitutes a crime.

Suspended or expelled students who violate the prohibition from being present on school property, or attending school-related activities off campus may be referred to law enforcement authorities under applicable state laws.

### **III. Disciplinary Due Process**

Students shall be afforded due process in connection with any disciplinary action taken as a result of a student's violation of the code of conduct.

### **IV. Notice to Parents and Student of the Code of Conduct and Notice of Violations**

Principals shall make reasonable efforts to provide a copy of the code of conduct to all students and parents and obtain an acknowledgement of receipt of the code.

Teachers, principals, or other school employees shall make reasonable efforts to communicate with parents of students committing violations of the code of conduct and provide information on the student's behavior and infraction, and any disciplinary action taken when the violation(s) will or have resulted in: temporary removal from class; temporary removal from a team, club, or school organization; temporary loss of participation in or removal from an assembly, social event, or extra-curricular activity; or temporary loss of participation in normal school activities such as lunch with peers, free time, or recess.

Written notice shall be provided to students and parents when a student is removed from a class permanently; placed under in-school suspension of one quarter of the school day or longer; given an out of school suspension; given a suspension from riding a school bus; long-term removed from a team, club, or school organization; long-term removed from participation in an assembly, social event, or extra-curricular activity; and/or long-term removed from participation in normal school activities such as lunch with peers, free time, or recess. If the disciplinary action is an out of school suspension, written notice shall be given to the student and a copy mailed or hand-delivered to the student's parent.

The written notice shall include the following:

- the specific section(s) of the code of conduct that were violated;
- the period of time of the disciplinary action(s);
- if a permanent removal from a teacher's class is imposed, the replacement class or alternative activity;

- if an in-school suspension or loss of participation in school activities is imposed, a date of return to regular class attendance or participation in school activities;
- if an out of school suspension is imposed, notice that the student shall be prohibited from being present on any public school property or attending a school-related event off campus, the date of return to school attendance upon expiration of the suspension, and any restrictions on participation in school activities after the student's return;
- if a bus suspension is imposed, the requirement to attend school during the bus suspension, the date of reinstatement of bus riding privileges, and if a parent conference is required;
- whether a parent conference to discuss the student's behavior will be required;
- the manner to obtain missed academic assignments and/or the availability of community-based educational services; and
- the right to an appeal to include the person to whom an appeal is made and the time frame for initiation of the appeal.

## **V. Emergency Suspension Notification**

Any student whose presence poses a danger to persons or property or an ongoing threat of disruption may be removed from school immediately and the notice, explanation of facts, and opportunity to present his or her version shall be given as soon as practicable thereafter.

## **VI. Process for Short-Term Suspensions**

A student may be suspended for not more than ten (10) school days by either the school principal, any assistant principal, or, in their absence, any teacher. The principal, assistant principal, or teacher may suspend the pupil after giving the student oral or written notice of the charges against him and, if he denies them, an explanation of the facts as known to school personnel and an opportunity to present his version of what occurred. In the case of any student whose presence poses a continuing danger to persons or property, or whose presence is an ongoing threat of disruption, the student may be removed from school immediately and the notice, explanation of facts, and opportunity to present his version shall be given as soon as practicable thereafter.

Upon suspension of any student, the principal, assistant principal, or teacher responsible for such suspension shall report the facts of the case in writing to the division superintendent or his designee and the parent of the pupil suspended. The division superintendent or his designee shall review forthwith the action taken by the principal, assistant principal, or teacher upon a petition for such review by any parent or student and confirm or disapprove such action based on an examination of the record of the student's behavior. Short-term suspensions are not subject to a hearing with a Discipline Hearing Officer and the decision of the division superintendent or his designee shall be final.

Written notice shall be provided to the parent of a student who is suspended from school attendance for not more than ten days and such notice shall include the length of the suspension, information regarding the availability of community-based educational programs, alternative education programs or other educational options, and of the student's right to return to regular school attendance upon the expiration of

the suspension. The costs of any community-based educational program, or alternative education program or educational option, which is not a part of the educational program offered by the school division, shall be borne by the parent of the student.

## **VII. Process for Initiating a Discipline Hearing**

Principals or assistant principals must schedule a hearing for a student with the Discipline Hearing Officer when such building administrators seek to impose either a long-term suspension, placement in an alternative education program, participation in the Student Assistance Program, or recommend to the Superintendent expulsion by the School Board. A Discipline Hearing is not available in cases where building administrators impose a short-term suspension. The principal or assistant principal shall promptly schedule a hearing at a mutually agreeable time with the parent. If a mutually agreeable date and time cannot be determined, the Superintendent or designee shall select a time and place for the hearing and shall notify the student and parent in writing at least three working days in advance.

## **VIII. Notice of Long-Term Suspensions and a Disciplinary Hearing**

A student who is accused of a serious violation of the code of conduct or who has a record of multiple less serious violations over time may be subject to a long-term suspension of greater than 10 school days. In such cases, the principal or designee shall suspend the student pending a hearing with the Discipline Hearing Officer. The principal or assistant principal shall provide written notice as soon as practicable to the student and parent of the following:

- the specific section(s) of the code of conduct violated;
- the date, time, and location of a discipline hearing
- the authority of the Discipline Hearing Officer to suspend a student for a period not to exceed 364 calendar days, a placement in alternative education program, or imposition of conditions or restrictions on the student through the Student Assistance Program;
- the authority of the Discipline Hearing Officer to recommend to the Superintendent expulsion of the student by the School Board;
- the manner to obtain missed academic assignments and/or the availability of community -based educational services pending the hearing;
- the right of the parent and student to be accompanied by a representative or legal counsel; and
- the inclusion of a copy of the school division's regulations related to Discipline Hearings.

## **IX. Students with a Disability and Manifestation Determination Review**

Before students with disabilities may be subject to a discipline hearing for a possible long-term suspension or a change in educational placement due to a violation(s) of the code of conduct, they shall first have a manifestation determination review in accordance with applicable state and federal laws and regulations to determine if the violation(s) of the code of conduct is a manifestation of the student's disability.

## **X. Discipline Hearing Procedures**



The Discipline Hearing Officer will conduct the hearing in the following manner:

- Introduce and record the names of all persons present to include the student, parent(s), others invited by the parent (noting their relationship to the student), school administrators presenting the case and others invited by the school administration (noting their position within the school division or community).
- A packet of information will be given to the student and/or parent that includes the student's discipline, academic, and school attendance records, written statements of the accused student (if applicable), written statements of witnesses (if applicable and consistent with laws regarding the disclosure of student records), a narrative which describes the incident in question or the history of behaviors that required the hearing.
- Any physical evidence will be available for presentation to the parent to include artifacts, videotape, photographs, electronic messages, etc. (to the extent disclosure is permissible by law)
- The school administration will present its evidence of the violation(s).
- The student, parent, or other person present on behalf of the student may ask questions of the school administrator about the evidence.
- The hearing officer may question the student about the evidence and information presented by the school administrator.
- The student, parent, or other person present on behalf of the student may present evidence that explains the student's version or refutes evidence presented by the school administrator.
- The hearing officer may question the student about the evidence presented on his behalf.
- The school administrator may ask questions to the student about the evidence and rebut the student's presentation.
- After the presentation of evidence, the hearing officer will ask for the school administrator's recommendation for disciplinary action and/or implementation of the Student Assistance Program.
- The hearing officer may suspend the hearing temporarily at any point deemed necessary or remove any participant for improper conduct.
- Students not attending a hearing or who waive their right to attend, may be adjudicated in absentia. A parent not attending a hearing, or who waives his/her right to attend will be notified of the results in writing within five school days.
- The discipline hearing officer may render a decision at the conclusion of the hearing, or render a decision within five school days, as circumstances warrant.
- The hearing officer may offer the implementation of the Student Assistance Program contract at the conclusion of the hearing, if applicable.
- The hearing officer will write a report summarizing the presentation of evidence at the hearing and concluding with the decision rendered. The hearing officer will forward his report promptly to the Superintendent's designee for review as provided for in Section XI.

**XI. Review by the Superintendent's Designee of Disciplinary Actions by the Discipline Hearing Officer**

- In any case in which a student has been long-term suspended, placed in an alternative education program, or placed in the Student Assistant Program by the Discipline Hearing Officer, the decision and report of the Hearing Officer shall be reviewed by the Superintendent's designee. The Superintendent's designee will review the report and decision to determine if the Hearing Officer (i) appropriately applied and followed school board policies and/or regulations regarding the hearing process, (ii) had a factual basis for the decision made, and (iii) imposed disciplinary action consistent with school board policy and law. Based on application of these standards, the Superintendent's designee may either affirm or overturn the Hearing Officer's decision. If the decision is overturned, the Superintendent's designee may alter the disciplinary action taken or decide that no disciplinary action is appropriate under the circumstances. The Superintendent's Designee will communicate in writing his decision to the Parent and the Principal within ten (10) school days of the Hearing Officer's decision.

## **XII. Placement in an Alternative Education Program**

By this regulation, the School Board authorizes the Superintendent or his designee to require students to attend an alternative education program provided the provisions of subsection A of Virginia Code section 22.1-277.2:1 are satisfied and only after (i) written notice to the student and his parent that the student will be required to attend an alternative education program and (ii) notice of the opportunity for the student and/or his parent to participate in a hearing to be conducted by the Superintendent or his designee regarding such placement. The decision of the superintendent's designee regarding such alternative education placement shall be final unless altered by the School Board, upon written petition, as established in section XIII of this regulation, by the student or his parent, for a review of the record by the School Board. As provided for in Section XIII of this regulation, the right of appeal to the School Board for review of an alternative education placement shall be limited to a review of the record by the School Board and shall not include a right to a hearing before the School Board.

## **XIII. Appeals of the Decision of the Superintendent's Designee to the School Board**

In any case in which a student has been long-termed suspended, the student and his/her parent(s) may appeal the long-term suspension to the School Board. Such appeal must be in writing and must be filed with the Superintendent's Designee within seven (7) calendar days of the decision of the Superintendent's designee. Failure to file a written appeal within the specified time will constitute a waiver of the right to an appeal. Such appeals to the School Board will be heard in a closed session.

The School Board will consider and decide the appeal by majority vote of a quorum of the School Board within thirty (30) calendar days of the filing of the appeal. Action of the School Board to sustain or modify the suspension will be taken in public session without the public identification of the student, and will be communicated in writing to the persons initiating the appeal and review and/or their representatives.

The decision of the Superintendent's designee regarding a student's placement in an Alternative Education Placement may be appealed to the School Board for a review of the record in accordance with the provisions of Section XII of this Regulation. Such an appeal must be in writing and must be filed

within seven (7) calendar days of the decision of the superintendent or his designee regarding placement in an alternative education program.

#### **XIV. Expulsions**

##### **Procedures**

Only the School Board has the authority to expel a student. The Discipline Hearing Officer or the Superintendent's designee may recommend to the Superintendent that a student be expelled.

The Discipline Hearing Officer or the Superintendent's designee shall notify the student and his/her parent(s) in writing of the recommendation.

The Superintendent shall review the recommended expulsion. The Superintendent may impose a lesser sanction. The Superintendent will provide written notice to the student and his/her parent(s) of the decision within seven days of the recommendation.

If the Superintendent recommends expulsion to the School Board, the student and his/her parent(s) will be notified in writing of the following:

- Continued suspension until the matter is decided by the Board;
  - The proposed action and the reasons therefore;
  - The right of the student and his/her parent(s) to a hearing before the School Board;
  - The right to inspect the student's school records;
  - The recommended terms or conditions under which re-admission may be granted;
  - The recommended length of the expulsion;
  - A recommendation whether and at what date the student will be eligible to petition to return to school or attend an appropriate alternative education program approved by the School Board or an adult education program offered by the division during or after expulsion.
- 
- The availability of community-based educational, training and intervention programs.

The student and his/her parent(s) shall also be provided with a copy of the Culpeper County Public Schools Code of Conduct and relevant policies or regulations.

If the student and his/her parent(s) request a hearing before the School Board, such request must be in writing and must be filed with the Superintendent or designee within seven (7) calendar days of the receipt of the written notification of the recommendation of expulsion. In instances where the parent and/or student do not request a hearing, the School Board shall consider the expulsion recommendation solely on the basis of information provided by the Superintendent or designee at a closed meeting.

The Superintendent or designee shall notify the student and his/her parent(s) the time and place of the School Board hearing.

Nothing in this section shall be construed to prohibit the School Board from permitting or requiring students expelled pursuant to these procedures to attend an alternative education program provided by the School Board during the term of such expulsion; however, the School Board is not required to assign any expelled student to an alternative education program during the term of expulsion.

### **Procedure for School Board Hearing**

The procedure for the School Board hearing shall be as follows:

- The School Board shall determine the propriety of attendance at the hearing of persons not having a direct interest in the hearing. The hearing shall be held in a closed meeting unless otherwise specified by the School Board.
- The School Board may ask for opening statements from the principal or his/her representative and the student, his/her parent(s) and their representative.
- The parties shall then present their evidence. The Superintendent or designee shall present his evidence first.
- Witnesses may be questioned by the School Board members and by the parties (or their representative).
- The School Board may, at its discretion, vary this procedure, but it shall afford full opportunity to both parties for presentation of any material or relevant evidence and shall afford the parties the right to question witnesses provided, however, that the School Board may take the testimony of student witnesses outside the presence of the student, his/her parent(s) and their representative if the School Board determines in its discretion, that such action is necessary to protect the student witness.
- The parties shall produce such additional information as the School Board may deem necessary. The School Board shall be the judge of the relevancy and materiality of the information offered for consideration.
- Documents and other exhibits may be offered by the parties for consideration by the School Board and, when so considered, shall be marked and made part of the record.
- At the discretion of the School Board, closing statements may be allowed.

Action of the School Board to uphold, reject or alter the recommendations will be taken in public session without the public identification of the student. The School Board shall decide the appeal within 30 days from the Superintendent's notification of recommended expulsion, and the School Board will act by majority vote of a quorum. The action will be communicated in writing to the parent and student and the

principal and the Superintendent, and the School Board shall address each of the recommendations of the Superintendent.

**XV. Re-admission of Long-Term Suspended or Expelled Students**

Any student who has been suspended from a school of this division is not eligible to attend any other school within the division until eligible to return to his or her regular school.

No suspended student shall return to the regular school program until such student and his/her parent(s) have met with school officials to discuss improvement of the student's behavior if the notice of suspension requires a parental conference prior to return.

**XVI. Expelled Students:**

An expelled student may petition the School Board through the Superintendent's office for re-admission to be effective one calendar year from the date of his/her expulsion. If an expelled student's petition for admission is rejected, the Superintendent or designee shall identify the length of the continuing exclusion period and the subsequent date on which the student may re-petition the School Board for admission. If the petition is rejected by the Superintendent or designee, the expelled student may appeal to the full School Board.

Approved: March 11, 2004

Amended: December 14, 2015

## COMMUNICABLE DISEASES

These procedures are in place for school system teachers and administrators who identify or suspect communicable disease in a school.

1. Teachers and administrators shall report suspected cases of reportable communicable disease to their immediate supervisors who will channel the concern to the superintendent, at which the superintendent may require a medical evaluation of the student and request a review of the medical information from the members of the Communicable Disease Review Panel as needed. The superintendent shall designate members of the Communicable Disease Review Panel. The membership shall consist of the local Health Department Director or designee, a private physician who is familiar with infectious diseases, the Human Resources Director, and the superintendent's designee. At the beginning of each school year, the superintendent will obtain in writing from the Health Department Director and the physician a statement agreeing to be a member of the panel. The list of panel members will be on file in the Human Resources Director's office.
2. Most communicable diseases which occur in the school setting are short-term illnesses which require one to five days exclusion from school. In these cases, it is practical and reasonable for the principal or his/her designee and/or the school nurse to make the initial decision to exclude a child from school attendance. In cases of exclusion, the parents/legal guardian shall be called. In situations in which the child's private physician has directed that the child stay home for a longer period of time, and this directive is uncontested, there is no additional requirement other than the provision of alternative education, if appropriate.
3. The remainder of these administrative regulations pertains to cases in which there may be a prolonged or recurring exclusion from the school setting due to a student having a reportable communicable disease.
4. If it is the judgment of the local Health Department, after consultation with private medical doctors and/or public health authorities, that a communicable disease is present in the school division and that there is significant risk of transmission thereof or that the risk of transmission is unknown, the Health Department shall advise the superintendent, who will make the decision to exclude the student from the school setting and will convene the Communicable Disease Review Panel if needed.
5. The superintendent shall convene the Communicable Disease Review Panel whenever the decision to exclude a student with a communicable disease is questionable or contested. Each case shall be handled individually. The Communicable Disease Review Panel shall review all pertinent information and make its recommendations to the superintendent. Persons called on to provide information to this panel may include, but not be limited to, the attending physician, the principal, teacher(s), the school nurse, and parents/legal guardian of the student.

6. The principal shall notify the parents/legal guardian of students with reportable communicable diseases of the five-day time limit for submitting any medical evaluations to the Communicable Disease Review Panel. Medical evaluation(s) submitted to the panel will be considered before the panel makes its recommendation on a case. The panel members will review all necessary medical documentation that is needed to make an informed decision, and make recommendations to the superintendent within five school days following exclusion of the affected student. The recommendations shall include, but not be limited to, a timetable on future school presence.
7. Within five school days following his/her receipt of the panel members' recommendations, the superintendent shall notify the parents/legal guardian of the affected student of his/her decision to readmit or to continue to exclude the student from school attendance.
8. Confidentiality and the right to privacy regarding the affected student shall be maintained by all persons involved. Information regarding students suspected of or diagnosed as having a reportable communicable disease shall be released only through the office of the superintendent and in conjunction with the Health Department.
9. The Culpeper County Public Schools shall institute preventive measures to control communicable disease transference. Such preventive measures shall include the education of employees and students about communicable diseases and the methods of reducing the risks of transmission. Employees shall be taught the proper methods of cleaning up spilled body fluids, collecting trash and disinfecting areas which might be sources of contamination.
10. The superintendent shall advise the School Board to re-examine every two years its policy and regulations on communicable diseases as new knowledge regarding communicable diseases becomes known.

#### Procedure for Blood-Borne Contagious or Infectious Disease

The following procedure will be utilized in determining the attendance at school or participation in other school activities of any student who suffers from a blood-borne disease which is infectious or contagious, such as AIDS, hepatitis B, and hepatitis C, and which may be transmitted by blood or body fluids. Each determination will be made on a case-by-case basis. This procedure will not apply to persons suffering from common childhood diseases, such as measles, chicken pox, impetigo, strep throat, scarlet fever, head lice, etc.

1. The superintendent shall identify members of the Communicable Disease Review Panel. The membership shall consist of the local Health Department Director or designee, a private physician who is familiar with infectious diseases, the Human Resources Director, and the superintendent's designee. At the beginning of each school year, the superintendent will obtain in writing from the Health Department Director and the physician a statement agreeing to be a member of the panel. The list of panel members will be on file in the Human Resources Director's office. After reviewing all pertinent medical documentation needed to make an informed decision regarding the student and consulting with the family's physician, the student's parents/legal guardian, the student, if appropriate, and such other persons as the members of the review panel shall deem necessary, the review panel members shall make recommendations to the superintendent regarding the student's attendance at school or participation in other school activities. The review panel members may make such further recommendations as they deem appropriate.
2. The review panel members shall review the medical information and documentation within five days of being notified and shall make their recommendations to the superintendent as soon thereafter as practical. The superintendent will notify the student's parents/legal guardian of his/her decision within five school days after receiving the review panel's recommendation. The student's parents/legal guardian may appeal the superintendent's decision to the School Board. A written request for such appeal must be submitted to the superintendent within ten (10) days of the decision or the right to appeal will be deemed to be waived.
3. The student's status will be reevaluated based upon a plan for periodic review formulated by the review panel members.
4. All parties involved shall respect the individual's right to privacy. The number of personnel who are informed of the student's condition shall be kept at a minimum needed to assure proper care of the student and to detect situations where the potential for transmission may occur (e.g., bleeding injury). All persons privileged with any medical information about HIV-infected students shall be required to treat all proceedings, discussions, and documents as confidential information. Individuals will be informed of the situation on a "need to know" basis with written consent of the parents/legal guardian.

Approved: March 15, 2004

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PROCEDURES FOR STUDENTS INFESTED WITH HEAD LICE

1. Any suspected case of head lice shall be reported to the school nurse. The nurse will determine whether or not the student has a case of head lice. If the student is found to have active (live) head lice, the student must be removed from the classroom for the remainder of the day. The parents will be contacted to come and pick up their child. The nurses at the schools where the siblings attend must be contacted as well to check the siblings for head lice. *School staff are to protect the confidentiality of any student determined to have head lice.*
2. The parents or other authorized person must transport the student home. *The student cannot ride the bus home to minimize the potential spread of lice to others unless authorized by the school nurse.* Parents will be instructed to drive their child to school following treatment and to report directly to the school clinic. Students are NOT to go to class, the cafeteria, or DSS daycare prior to being checked by the school nurse.
3. The parents will be given information on lice, effective treatments and prevention measures to include standard chemical shampoos or alternate forms of treatment. The parents will be encouraged to use the louse and nit removing comb so that as many nits (un-hatched lice) can be removed from the hair as possible. Those students who are old enough to understand treatment options will also be given information.
4. Once treated, the student is to be driven to school by the parent and will *report immediately* to the school clinic upon arrival with the parent. The school nurse will check the student and if no active (live) lice are found, the student will be allowed to return to class. If there are active lice in the student's hair, the student will be sent home once again, and the student will not be allowed to return to school until the hair is free of active lice. If only nits (un-hatched lice attached to hair) are present, the student may attend school, but the parent will be informed that removing the nits is necessary prior to the next school day.
5. The nurse will inspect the student for 7 consecutive days following the initial identification of an infestation to check for possible re-infestation. If a re-infestation does occur, then the above procedure will be followed.
6. Classmates of the infested child will be checked if evidence exists that the child may have had close contact with others such as sharing hats, coats, or costumes. Pre-kindergarten or kindergarten children who may have been lying next to each other during rest time or other activities will also be checked. The decision to check other students will be made based on the judgment of the school nurse in consultation with the principal.
7. Parents of school/classmates will receive a letter from the school nurse only if several cases from a grade level or a particular class have been discovered. Information regarding treatment and prevention will be sent to them along with the letter.
8. The nurse will notify the attendance secretary if a student is sent home due to lice, and the head custodian will also be notified to ensure careful cleaning and vacuuming of the

affected classrooms. If the child attends DSS daycare, the daycare staff will also be notified.

9. Students prohibited from attending school due to lice will have *an excused absence for the first three days that lice is the reason for the absence, but thereafter those students absent due to lice will have unexcused absences unless extenuating circumstances exist based on the judgment of the principal.* A student who arrives at school in the morning (after being sent home for lice previously) to be checked by the nurse and is sent home again due to inadequate treatment, is not counted as present for attendance.

Adopted: February 13, 2011

Superintendent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## ADMINISTERING MEDICINES TO STUDENTS

### Administering Allergy Medications in Culpeper County Public Schools

In the event a student or other person suffers an allergic reaction while at school:

1. The school nurse, administrators, and designated staff shall be familiar with the protocol for *Albuterol*, *Benadryl*, and *Epi-pen* use.
2. There shall be a food or other allergen care plan on record for every student with a diagnosis of a life threatening allergy.
3. The allergy plan shall be completed by the child's parent/guardian and physician and signed by both. Student should sign if feasible.
4. Medications as prescribed for each student with an allergy will be provided to the school nurse by the parent/guardian upon enrollment and at the start of each school year.
5. In the event the allergy care plan for a life threatening allergy is not returned in a timely manner, a follow-up letter will be sent by the school nurse. A follow-up phone call will also be made as applicable.
6. Nurses will tag students with a "medical alert" in the student database. Administrators (including activity directors), teachers, paraeducators, bus drivers, and cafeteria mangers will be given a medical alert list of students with life threatening allergies as needed from the school nurse. Substitute teachers will be made aware of any students in the class with life-threatening allergies through alerts on the class roll. Activity Directors will check team rosters for such students and notify trainers and coaches.
7. At least two members of the school staff must have annual training to administer the appropriate emergency medications.
8. Each school must have an allergen/ peanut- free eating area designated for students with severe allergies. A sign will posted indicating the products banned from the designated area.
9. The school clinics are not accessible for medications for before or after school activities. Therefore, parents/guardians must provide information to before/after-school daycare, club advisors, or coaches when their child is participating in these non-school hour activities. The proper medication must be given to those individuals as needed.

### *Epinephrine* Protocol for Culpeper County Public Schools

*Epinephrine* is the first drug to be used in the emergency management of a child or other person having a potentially life-threatening allergic reaction. There are no contraindications to the use of epinephrine for a life threatening allergic reaction. The avoidance of a specific allergen is the cornerstone of management in preventing anaphylaxis. In students or other persons who have had anaphylactic reactions, it is recommended that epinephrine be given at the start of any reaction occurring in conjunction with exposure to a known or suspected allergen.

The foods that most commonly cause allergic symptoms in children or other persons are peanuts/nuts, milk, eggs, soy, fish, and wheat. Environmental causes are commonly bee stings, fire ant bites, exposure to latex or certain plants, chemicals or drugs reactions.

All individuals receiving emergency *epinephrine* shall immediately be transported to a hospital even if symptoms appear to have been resolved. Assistive personnel shall activate the 911 system and contact parent/guardian ASAP.

All school clinics in Culpeper County Public Schools will stock *Epi-Pens* (2), and (2) *Epi-Pen Juniors* in each clinic. These will be used in the event of a life threatening anaphylactic allergic reaction. Once used, the *Epi-Pens* will be replaced as soon as possible. Prescriptions will be obtained by the School Nurse Coordinator from the school division's prescribing physician.

Students and staff will provide their own *Epi-Pens* when a known potential for a life threatening allergy exists. School nurses will have an allergy health care plan on file provided by the parent/guardian for each student with such allergy.

School nurses will be responsible for the annual training of staff in their building prior to the start of each school year. The School Nurse Coordinator will be responsible for training bus drivers and their aides throughout the school division. Activity Directors will ensure the training of coaches by proper staff prior to the start of their sport's season.

Use of *Epi-pen* or *Epi-pen Junior* shall be considered by trained school staff in the following situations:

1. Use a student's *Epi-pen* after an exposure to a documented allergen has occurred. The allergy care plan will be specific and explain what symptoms to look for and when to administer the *Epi-pen*. School personnel will administer the clinic stock *Epi-pen* if the student *Epi-pen* is not available.
2. Allergic reaction with any of the following:  
**Skin symptoms-** Hives, swelling, itchy red rash, and eczema flare  
**Gut-** cramps, nausea, vomiting, diarrhea  
**Respiratory-** itchy watery eyes, runny nose, stuffy nose, sneezing, coughing, itching or swelling of lips, tongue, throat, change in voice, difficulty swallowing, tightness of chest, wheezing, shortness of breath, repetitive throat clearing  
**Cardiovascular-** reduced blood pressure, fainting, shock, chest pain  
**Neurological-** feeling of impending doom, weakness
3. Symptoms seen above that are worsening. For some children symptoms appear in only one bodily system, in others they appear in several. For some individuals, the reaction begins slowly and gradually gets worse, for others it develops more quickly and can become life threatening within a few minutes, which is why all reactions need to be taken seriously and treated promptly.

*Albuterol* protocol for Culpeper County Public Schools

Please administer *Albuterol* 0.083% solution, one unit, (you may repeat in 15 minutes if needed) via nebulizer to children or staff who are having the following and there is no medication of their own available for use. The following problems include:

1. Wheezing with retractions
2. Dusky or pale skin color with history of shortness of breath
3. Difficulty speaking
4. Uncontrolled coughing

If symptoms are not resolving with the *Albuterol* treatment, call 911 for further evaluation by the emergency services personnel.

*Benadryl* protocol for Culpeper County Public Schools

*Benadryl* is useful in treating minor symptoms of an accidental allergen exposure or for new allergy symptoms and is most effective when administered immediately. It can be used when there is no history of severe reactions to allergen or for a minor reaction such as a runny nose or if a mild case of hives is present. *Benadryl* can also be useful as a first line of defense of a severe allergy prior to a life threatening allergic reaction.

Students with known allergies should have a medical administration form on file filled out by the student's parent/guardian. *Benadryl* is to be provided by the parent/guardian.

In an event of an allergic reaction where non-life threatening symptoms are present *Benadryl* provided by the school clinic can be administered. *Benadryl* will be stocked in the Culpeper County Public Schools clinic in liquid form at the elementary schools, and capsule/pill form in the secondary schools. School stocks of *Benadryl* are to be used as a one-time immediate medical need, not as part of any routine treatment of allergy symptoms for the student.

Verbal permission will be obtained by the parent/guardian prior to the administration of *Benadryl* when feasible. School nurses or their designees have permission to treat allergy symptoms with *Benadryl* when an accidental ingestion or environmental allergen threatens the health of the student.

*Benadryl* is to be given based on weight and dosage requirements per individual.

Approved: November 12, 2012

Superintendent's Signature \_\_\_\_\_ Date

## REPORTING CHILD ABUSE AND NEGLECT BY CULPEPER COUNTY PUBLIC SCHOOL EMPLOYEES

### Responsibilities of Culpeper County Public School Employees

1. According to the Code of Virginia, any teacher or other person employed in a public school is a mandated reporter. As such, any teacher or other person employed in a public school is required to report all instances of suspected abuse and neglect of children under age 18 to the local departments of social services.
2. In order to facilitate a more efficient reporting process, Culpeper County Public Schools has designated the school principal or assistant principal of the suspected abuse or neglect victim as the contact person for school employees to report such suspicions.
3. If the school employee believes that a delay resulting from following these procedures would be detrimental to the child, he may report this case directly to the local Child Protective Services (CPS) unit, and then inform the principal or assistant principal of this referral.
4. In order to provide Child Protective Services with accurate information, the principal, assistant principal, or designee will act immediately to determine the basis for the school employee's suspicion. The principal will interview the school employee to learn why the person suspects neglect or abuse of the child. If possible, the principal or assistant principal will seek to substantiate the suspicion with evidence such as photos of the child's injuries, writings, oral or written statements, drawings, etc. Corroborating statements from the school nurse; the child's teacher(s); the child's guidance counselor; in some cases statements from the alleged victim or siblings will also be forwarded to CPS workers. The purpose of gathering evidence is to obtain a complete understanding of the child's emotional functioning, behavior, physical appearance, previous statements or other circumstances that may provide information to Child Protective Services or law enforcement investigators about the suspicion.
5. Nothing in these recommended procedures prohibits a mandated reporter from reporting child abuse and neglect directly to the local Child Protective Services unit.
6. When reporting child abuse or neglect, the school principal, assistant principal, or reporting school employee, must share with Child Protective Services all information surrounding the suspicion, and other information necessary to facilitate an investigation.
7. **Second party reports:** If a school employee's only source of information is a second party, i.e. another adult family member, neighbor, or acquaintance of the child, and no other corroborating evidence supports their suspicion or allegation, these persons will be directed to call Child Protective Services themselves.

### Economic Hardship

Culpeper County Public Schools are committed to providing a free and appropriate educational experience for all students. Students and/or parents who require financial assistance with student fees, fines, and charges should inform the school administration, guidance staff, or teaching staff of their economic need. Any request will be dealt with confidentially and consideration provided.

Parent requests are handled on a case by case basis. Individual pay plans will be developed based on ability to pay.

Adopted: June 29, 2008

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## ATHLETIC PARTICIPATION FEE REGULATIONS

### *Purpose*

The purpose of the Culpeper County Public Schools Fee is to provide additional revenues to the school division in order to maintain its athletic programs for middle and high school students. The fees collected are used to help pay stipends for coaches, to defray the costs of purchasing and/or maintaining equipment and uniforms and the costs associated with proper maintenance of playing fields, courts, or practice areas. The Athletic Participation Fee applies to each sport that a student-athlete participates in and fees collected are placed in an Athletic Fee Participation Account at each secondary school.

### *Responsibilities-Superintendent and School Board*

Each year the Division Superintendent will recommend, and School Board will set the Athletic Participation Fee for middle school and high school sports during its budget adoption process. The Superintendent will periodically report to the School Board on the amount of fees collected, the number and conditions of waivers granted, and the level of compliance with the waivers' conditions for each sport.

### *Responsibilities- Principals*

Each secondary principal (or designee) will provide information to athletic directors, coaches, parents, and students about the Athletic Participation Fee to include: its purpose; its amount; the procedures for its collection; the process of granting waivers to the fee. To that end, principals will publish a letter to be distributed to interested persons and posted on school websites which details the Athletic Participation Fee as noted above. Principals (or designee) will meet with any parents requesting a waiver of the fee for economic hardship and will decide upon the terms of payment through installments or alternative forms of support to the school in lieu of payment. Principals will periodically report to the Superintendent the amount of fees collected, the number and conditions of waivers granted, and the level of compliance with the waivers' conditions for each sport. Furthermore, principals are to include and consider the employee's enforcement and implementation of the Culpeper County Public Schools Athletic Participation Fee regulations in the annual evaluations of athletic directors, coaches, and bookkeepers.

### *Responsibilities- Athletic Directors*

The athletic directors will determine a date, time, and location for the payment of the Athletic Participation Fee once the final selection of team members for each sport is submitted by coaches. The Athletic Participation Fee payment date, time and location will be coordinated in such a manner that all teams active in a particular season (fall, winter, and spring) will have the same date, time, and location, and will be held at a convenient time for parents and student-athletes. Athletic directors will assist with the fee collection according to established protocols. Athletic directors will monitor the fee payments for each sport. Athletic directors will monitor compliance with the installment payments or terms of the school service agreements made with student-athletes and parents. Athletic directors will notify the parent or student-athlete, coach and principal if the terms of the installments or school service agreement are not being met.



### *Responsibilities- Coaches*

Coaches will distribute the principal's Athletic Participation Fee letter to team members at the first team meeting. Coaches will determine the final team roster prior to the Athletic Participation Fee payment date, and notify students as to their team status accordingly. Coaches will provide the final team roster to the athletic director prior to the Athletic Participation Fee collection date. Coaches will assist with the collection of fees according to established protocols at the appointed time for their sport. *Coaches are expressly forbidden from collecting the Athletic Participation Fee at team meetings, practices, games, or at other times. Coaches cannot allow a student-athlete to play in an inter-school competition until notified by the Athletic Director that the student-athlete is complying with this regulation. Coaches are expressly forbidden from advocating for or against the waiver of the Athletic Participation Fee for any student-athlete.*

### *Responsibilities - Bookkeepers*

Bookkeepers will work the Athletic Participation Fee collection events throughout the school year, and will train coaches and athletic directors in the proper procedures for the collection and receipting of fees. Bookkeepers are responsible for collecting and receipting all Athletic Participation fee payments from parents or students at other times as necessary. Bookkeepers will deposit all monies collected in the appropriate account, and maintain accurate ledgers for each sport. Bookkeepers will furnish the principal, athletic director, and coaches a list of team members who have not paid the Athletic Participation Fee in full prior to the first inter-school competition.

### *Responsibilities-Parents*

Once notified, parents will pay the Athletic Participation Fee at the appointed date, time, and place for their child's sport. If parents do not pay the fee or receive a waiver, their child cannot play in an inter-school competition. If parents are granted an Athletic Participation Fee waiver by the principal (or designee), but its terms are not met, their child will be forbidden from playing in an inter-school competition until compliance with the waiver terms are met.

### *Procedures for Payment of Fees*

The athletic directors will determine and publicize a date, time, and location for the payment of the Athletic Participation Fee. The Athletic Participation Fee payment's time and location will be coordinated in such a manner that all teams active in that season (fall, winter, and spring) will have the same date, time, and location, and will be held at time convenient time for parents and student-athletes.

Parents or student-athletes will pay the Athletic Participation Fee at the designated time and location for their child's sport. If parents are unable to pay the fee in full at the appointed time, arrangements will be made with the bookkeeper to pay the fee as soon as possible. If the Athletic Participation Fee is not paid *in full* or waived pursuant to an individual waiver decision and agreement before the first inter-school competition, the student-athlete cannot play in the competition. If parents are unable to pay the fee in full due to economic hardship, the parent must make an appointment with the principal (or designee) to discuss payments through installments or alternative forms of support to the school in lieu of payment. *No automatic waivers of the Athletic Participation Fee will be granted, but each will be considered on a case by case basis.* Bookkeepers will furnish the principal, athletic director and coaches a list of team members who have not paid the Athletic Participation Fee in full prior to the first inter-school competition.

*Terms of the Athletic Participation Fee Installments and Waivers*

Principals (or their designees) will meet with parents requesting installment payments or a waiver for the Athletic Participation Fee due to economic hardship and will decide upon the terms of payment through installments, or alternative forms of support to the school in lieu of payment. The terms of service can apply to the parent, student-athlete, or both and may include: cleaning the school building, grounds, seating areas, or parking lots; concessions work; assisting with the creation or distribution of team programs; cleaning equipment; other reasonable services rendered to the school. The terms of payment installments must include full payment received prior to the team's final inter-school competition. All waivers granting service to the school in lieu of payment will require nine hours (9) hours of service for middle school sports, and ten (10) hours of service for high school sports with all school service hours completed prior to the team's final inter-school competition. During the time of service, parents or the student-athlete will be school volunteers and will supervised by a member of the school staff who will verify in writing the school service was performed. All installment provisions and waivers of the fee for school service will be put into writing and signed by the principal, athletic director, parent, and student-athlete.

*No Expectation of Playing Time*

The payment of the Athletic Participation Fee or the rendering of services to the school carries with it no expectation of playing time for the student-athlete. Coaches are solely responsible for the decisions of playing time based the development of the student-athlete's skills, their adherence to school, team, and Virginia High School League rules, and their exhibition of proper sportsmanship. However, failure to pay the Athletic Participation Fee in full or obtaining a waiver before the first inter-school competition will result in a loss of playing time unless and until the payment or written arrangements are made.

*No Refunds*

Once paid, there is no expectation for a refund of the Athletic Participation Fee for any reason, including quitting the team voluntarily, incapacity due to injury, academic ineligibility, withdrawal from the school, or dismissal from the team by the coach, athletic director, or principal.

"Parent" as used herein can include any adult with responsibility for the student, whether a legal guardian or relative.

Adopted: June 30, 2010

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## REQUESTS FOR INFORMATION

Culpeper County School Board is committed to full compliance with the Virginia Freedom of Information Act (FOIA) and processes all requests for information in accordance with the following procedures.

Pearl Jamison is Culpeper County School Board's FOIA Officer. The FOIA Officer serves as a point of contact for members of the public in requesting public records and coordinate(s) the School Board's compliance with FOIA. The FOIA Officer may be reached at [pjamison@culpeperschools.org](mailto:pjamison@culpeperschools.org) or 540-825-3677.

### Access to Records

1. Official records subject to disclosure under the Freedom of Information Act are open to inspection and copying during the regular office hours of the Culpeper County School Board's central office.
2. When practicable, the following records are available on request at the central office: Minutes of the School Board meetings and the annual budget.
3. Unless otherwise specified by the FOIA Officer, inspection of records takes place at the central office of Culpeper County Public Schools, and records are not removed from that site. Copies may be requested in lieu of or at the time of inspection, subject to the charges listed below. Nonexempt records maintained in an electronic database are produced in any tangible medium or format identified by the requester that is regularly used in the ordinary course of business by Culpeper County School Board, including posting the records on a website or delivering the records through an electronic mail address provided by the requester.
4. One of the following forms of identification must be presented, or a photocopy thereof must be provided, before any person is allowed to inspect any records or receive copies of any records:
  - press identification identifying requester as a representative of a newspaper or magazine with circulation in the Commonwealth or of a radio or television station broadcasting in or into the Commonwealth, or
  - driver's license or other official photo identification showing that requester is a citizen of the Commonwealth.
5. The FOIA Officer or designee is present during inspection or copying of records. A record of each inspection is made, using form KBA-E2 Record of Inspection and/or Delivery of Copies.

### Request Procedures

1. Requests for access to records shall be made with reasonable specificity.
2. Requests shall be directed to the Culpeper County Public Schools FOIA Officer at: **450 Radio Lane Culpeper, VA 22701 540-825-3677 (Fax) 540-829-2111.**
3. Requesters should make their requests using Form KBA-E1 Request for Public Records. Requests received via telephone are transcribed onto Form KBA-E1 Request for Public Records by School Board staff. Written requests other than on Form KBA-E1 Request for Public Records are appended to a copy of the form by staff, who fill out as much of the form as possible.

4. School Board staff provide Form KBA-E1 Request for Public Records and a copy of this regulation upon request to any person interested in obtaining access to records, and shall instruct the requester to direct the request to the FOIA Officer. Telephone inquiries are redirected to the FOIA Officer. Any written requests received by building personnel are immediately forwarded to the FOIA Officer with a notation indicating the date and time the request was received.

### **Responding to Requests**

1. Promptly, but in all cases within five working days of receiving the request, the school division provides the requested records to the requester or makes one of the following responses in writing:
  - (a) The requested records are being entirely withheld. The response will identify with reasonable particularity the volume and subject matter of the withheld records, and, with respect to each category of withheld records, cite the specific Virginia Code section(s) or other law that authorizes the withholding of the records.
  - (b) The requested records are being provided in part and are being withheld in part. The response will identify with reasonable particularity the subject matter of the withheld portions and cite, with respect to each category of withheld records, the specific Virginia Code section(s) or other law which authorizes the withholding of the records.
  - (c) The requested records could not be found or do not exist. If the school division knows that another public body has the requested records, the response includes contact information for the other public body.
  - (d) It is not practically possible to provide the records or to determine whether they are available within the five-day period. Such response specifies the conditions which make a response impossible. If the response is made within five working days, one of the preceding responses is provided within an additional seven-day period.

No public record is withheld in its entirety on the grounds that some portion of the public record is excluded from disclosure by law. A public record may be withheld from disclosure in its entirety only to the extent that an exclusion from disclosure applies to the entire content of the public record. Otherwise, only those portions of the public record containing information subject to an exclusion may be withheld, and all portions of the public record that are not so excluded are disclosed.

The school division may petition the appropriate court for additional time to respond to a request for records when the request is for an extraordinary volume of records or requires an extraordinarily lengthy search and a response within the time outlined above will prevent the school division from meeting its operational responsibilities. Before proceeding with the petition, the school division will make reasonable efforts to reach an agreement with the requester concerning the production of the records requested.

2. The five-day period begins on the first working day following the day the request is received by the school division, and ends at the close of business on the fifth working day following receipt of the request. Any time that elapses between the time the requester is notified of an advance cost determination pursuant to the procedures detailed below and the time that the requester responds to that notice is not counted in calculating the five working days.

### **Processing of Requests**

1. The FOIA Officer, after receiving a request, promptly makes an initial determination as to whether the requested records will be provided to the requester, will be withheld, either completely or in part, or if it is practically impossible to provide the requested records or to determine whether they are available within five days.
2. If the FOIA Officer is unsure whether the requested documents should be provided to the requester, legal advice is promptly sought.
3. If the FOIA Officer is uncertain whether the requested records exist or where they may be located, efforts are promptly initiated to locate the records or determine whether they exist.
4. If the requested records will be made available either in whole or in part, the FOIA Officer promptly consults with School Board staff to determine the cost involved to assemble the records for inspection and copying. Where portions of individual records must be redacted prior to inspection and copying, the cost of doing this is taken into account. The following costs are charged at the rates indicated, not to exceed actual cost:
  - Staff member search time, charged by the quarter hour. Depending on the staff member(s) involved in the search, rates of \$3.00 to \$5.00 per quarter hour may apply.
  - Computer search time, charged at the rate of \$5.00 per quarter hour
  - Computer printouts, charged at the rate of .05 cents per page
  - Photocopies (including those necessary to perform redactions), charged at the rate of .05 cents per page.
  - Incidental out-of-pocket costs necessary to assemble the records (for example: phone, postage, or courier charges).
5. If the requester has asked for an advance determination of the cost, or if the cost is expected to exceed \$ 200, the requester shall be notified in advance of the cost associated with the request. If the cost of the request is determined to exceed \$200, the School Board may, before continuing to process the request, require the requester to agree to payment of a deposit not to exceed the amount of the advance determination. The deposit shall be credited toward the final cost of supplying the requested records. No further action shall be taken until the requester responds, and the requester must agree to pay the estimated amount before any further processing of the request is performed.
6. Before processing a request for records, the FOIA Officer may require the requester to pay any amounts owed to the School Board for previous requests for records that remain unpaid 30 days or more after billing.

7. If school division records have been transferred to any entity, including any other public body, for storage, maintenance or archiving, the school division remains the custodian of the records for purposes of responding to requests and is responsible for retrieving and supplying the records to the requester.
8. Any records to be disclosed are assembled for inspection and copying by School Board staff, under the direction and supervision of the FOIA Officer.
9. School Board staff are responsible for recording the date the request was received, verifying photo identification and signature and recording and assembling additional information about the request as indicated on Form KBA-F1 Request for Public Records.

Adopted: June 3, 2002  
Amended: June 11, 2007  
September 15, 2008  
October 11, 2010  
May 11, 2015  
June 13, 2016

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Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-3704, 2.2-3704.01, 2.2-3704.2.

Cross Ref.: KBA            Requests for Information

### Method of Distribution of Approved Materials

Effective January 1, 2006 Culpeper County Public Schools is altering its method of distribution requests from outside agencies and individuals. The monthly newsletter “**The Parent Connection**” will be utilized in lieu of the posting and distribution of paper copies. In order to facilitate requests from a variety of constituents for distribution of ads, fundraisers, recruitment for a variety of activities, etc., Culpeper County Public Schools will review and approve or deny requests for distribution through the office of the Executive Director of Administrative Services.

- Requests will be approved or denied after the material is received.
- Complete copy-ready documents of 100 words or less are due in the Executive Director’s office on or before the 15<sup>th</sup> of each month. Please include name/company and contact information with the request to distribute.
- Approved electronic copy will be placed in the newsletter “The Parent Connection” that is distributed the first week of each month. If you require more than one month, please include the number of requested posting (s).
- Denied material will be returned to the requesting party.

Please review policy KF for information concerning distribution of certain materials. Culpeper County Public Schools reserves the right to control manner and method of distribution as well as content of materials requested for distribution.

Approved:     December 19, 2005

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## POLICY FOR THE USE OF CULPEPER COUNTY PUBLIC SCHOOL FACILITIES

It shall be the general policy of the Culpeper County School Board to make its school property or facilities available for use by the public through an application process when such use does not conflict with school activities and programs and is in conformity with the policies of the Board, including each of the following:

### Application Process

1. No application for use shall be approved unless sponsored by clubs, societies or organizations which, in the judgment of the superintendent, can reasonably be held responsible for payment of charges, compensation for damages to property, and for the use of the property in conformity with Board policies and ordinary rules of propriety. Applications shall not be considered unless executed by duly authorized officials or agents of the organization sponsoring the application.
2. In no case shall school property be rented for use by individuals.
3. The application must be submitted by a resident of Culpeper County.
4. The application must be submitted two weeks (10 business days) prior to the event. All applications will expire on June 30<sup>th</sup> and must be resubmitted for continued use.
5. Applications for use of school facilities shall be considered in the order in which they are received. In the event that two or more applications for use of the same facility on the same date are received at the same time, school-related organizations, such as the parent-teacher organizations, shall have priority over non-school related organizations and approved child and youth groups over adult groups.
6. Applicants shall be responsible for any and all damages done to school property during the period it is used by the applicant. A deposit to cover damage may be required with any application. Failure to pay promptly all rental charges or damages shall be considered sufficient grounds for refusal to grant further use of school property to an applicant.
7. Where groups are involved through contracts or otherwise, the local group representative must meet with the superintendent or designee for a thorough review of the activity and the charges to be assessed for the purpose of the parties evaluating the request in relationship to the School Board's adopted rules and rates.
8. In order to make the event more successful, a representative from the requesting organization should contact the facility use representative one (1) week prior to the event to discuss the specifics.
9. The requesting organization granted use (and those granted access to the property or facility thereby) shall abide by all policies, rules and regulations of the Culpeper County School Board concerning the use of Board property whether now or thereafter adopted.

### Fees for Use

1. A fee may be charged by the Board for any use by an applicant to cover the costs of heating/cooling, custodial services, security, and administrative work. In each instance, the amount of the fee shall be determined by a schedule of necessary charges fixed by the Board. No exception from the fixed charges shall be made without approval of the Board.
2. No fee shall be charged for use of school property by school organizations provided that such use promotes an educational objective that supports the mission of Culpeper County Public Schools.

### Restrictions and Conditions for Use

1. The principal or supervisor of the facility must indicate the requested date and time for the property, space, or facility will not conflict with school activities or the activities of other previously approved organizations. The use of the property shall not, in any way, interfere in the operation of the Culpeper County Public Schools or any of its programs or activities.
2. If required for Culpeper County Public School purposes, it is to be understood by the requesting organization that the right is reserved to withdraw or rescind the grant of the use of the property or facilities upon reasonable notice.
3. When schools close due to inclement weather there will be no use by outside organizations until schools reopen. Also, during inclement weather facilities may not be available on weekends.
4. The facilities of the school division shall not be used for any personal or business financial gain.
5. Competition with legitimate established business or commercial interests in the community shall be avoided insofar as is possible.
6. The availability for the use of facilities may be restricted on holidays and weekends.
7. No organization can apply for continual use of the facilities beyond 1 year. An organization can apply for an extension for use, but will need to show evidence it is making progress in obtaining capital in order to lease, purchase, or construct a permanent facility for its own use. Extensions can be denied for any non-discriminatory purpose.
8. Advertising for the event is restricted. Posters, banners, and signs on school property must be approved for display by the principal, and are subject to review by the superintendent. Such items can only be visible to the public up to 48 hours prior to the event and must be removed immediately at the conclusion of the event. Flyers, brochures, or other literature



will not be distributed to students or parents. Such items can be approved for display as a part of the facility use application, or can be announced in school division publication upon the superintendent's approval. Also, all displayed items must clearly state that this event is not sponsored by CCPS.

9. Grounds and buildings shall not be used without the approval by the division superintendent as a medium for the distribution of handbills, circulars, pamphlets, periodicals, newspapers, magazines, books or advertising matter of any kind to students. Distribution of handbills, circulars, pamphlets, periodicals, newspapers, magazines, books or advertising matter of any kind, relative to this event, must be submitted with the application for approval. Also, all material distributed, must clearly state that this event is not sponsored by CCPS.
10. Engagement of school property for outside programs shall not oblige the Board or any school official to advertise, endorse, sponsor, or supplement the program to be given.
11. Applicants must furnish or arrange for any help that may be necessary for the operation of the auditorium or other rooms in which meetings are held; e.g., ushers, ticket sellers, and doorkeepers.
12. Regular custodians employed by the School Board shall be in attendance and have charge of the lights and the regulation thereof at all times, except in those instances when the stage shall be used for theatrical performances which require trained stage hands and electricians. The number of custodians to be required will depend upon the expected number of participants or the nature of the event as determined by the principal and/or the superintendent. If custodial assistance is not available, the request for use of facilities may not be approved.
13. The sponsor of the event will designate one person who will be in charge of the event and who will remain on premises for the duration of the event.
14. Applicants at no time can contract with a third party to use any school facility unless it has been officially approved through the superintendent's office.

#### Safety and Security Requirements

1. Sponsors of the event may be required to employ security personnel at the request of the principal or superintendent.
2. Food or beverages are not permitted in any auditorium, back stage, or gymnasium, at anytime.
3. The use of tobacco, drugs, or alcohol on school board property is strictly prohibited.
4. Persons under the influence of alcoholic beverages and other substances controlled by law are forbidden on school premises.
5. Under no circumstances may the following be used inside the facilities: any open flame, any pyrotechnic device, fireworks or sparklers, any smoke generating device, any explosive device, or any chemical noise producing device.
6. All flats, curtains, costumes must be flame retardant.
7. School Board property, facilities and equipment shall be used in a careful and prudent manner so as to prevent any loss, defacement or damage.
8. Within one hour after the conclusion of the facility use, School Board property or facilities shall be vacated and left in as good a condition as when such use began. Unless payment is made for custodial services, the property or facility shall be left in a thoroughly clean condition.
9. No improvements or structures shall be constructed upon School Board property or in or upon its facilities unless expressly approved in writing.

#### Liability for Personal Injuries, Property Loss or Damage

1. The requesting organization (and its authorized officer, agent or representative thereof, individually and jointly and severally with the organization) or individual, shall agree: (a) to pay for any loss or damage to person or property or claims therefore resulting to or arising from the use of School Board property or facilities by such organization or individual and those granted access to the facility thereby, whether from an occurrence at the property or facility itself during such use, before or after such use, going to and from such use, before or after such use, going to and from such use, in or about available parking areas, or otherwise; (b) to reimburse and/or hold harmless the School Board, the Culpeper County Public Schools, its officers, employees and agents thereof from any such loss, damage or claim, including, but not limited to, its or their attorneys' fees; and (c) to pay any attorneys' fees and costs paid or incurred by the Culpeper County Public Schools to enforce any obligations to it.
2. Applicants shall be required to carry liability insurance which extends to any and all use of school facilities for the duration of the licensed use period in a minimum amount of \$1,000,000. No application shall be approved until such time as a certificate of proof of insurance coverage is provided naming Culpeper County Public Schools as an additional insured.
3. The School Board or its employees shall not be responsible for accidents or injuries.

#### HOURLY RATE SCHEDULE FOR CERTAIN SCHOOL EMPLOYEES

The following rates will be applied for outside groups using the school facilities:

### CULPEPER COUNTY PUBLIC SCHOOLS

Custodian's rate - \$22 per hour – Minimum charge 3 hours (after normal operating hours)

*Events anticipating attendance (including participants) of more than 250 people may require an additional custodian to be hired at additional increments of 250 people (i.e. 500=2, 750=3, 1000=4). Additionally, if more attendees show than expected, the custodian on duty, with their supervisor's approval, may call for additional help and the organization will be responsible for additional fees.*

Security Officer's rate - \$35 per hour – Minimum charge 3 hours (after normal operating hours)

Building Technician's rate - \$33 per hour – Minimum charge 3 hours (after normal operating hours)

Stage, Sound and Lighting Technician - \$22 per hour – Minimum charge 3 hours (after normal operating hours)

If requests for cafeteria space require the use of kitchens for any reason, a minimum of one food service employee must be present and paid for according to the following rates:

Food Service Employee - \$25 per hour - Minimum charge 3 hours (after normal operating hours)

#### RATE SCHEDULE

##### High School

Auditorium	- \$75 per hour
Forum (EVHS Only)	- \$55 per hour
Cafeteria	- \$45 per hour
Kitchen	- \$30 per hour
Gymnasium	- \$60 per hour

##### Elementary School

Multi-purpose Room	- \$45 per hour
Cafeteria	- \$30 per hour
Kitchen	- \$30 per hour
Classroom	- \$15 per hour

##### Middle School

Forum (CMS Only)	- \$45 per hour
Cafeteria	- \$45 per hour
Kitchen	- \$30 per hour
Gymnasium	- \$75 per hour
Classroom	- \$15 per hour

NOTE - During non-operational hours, the school division practices energy conservation measures with temperatures set at approximately 68 degrees heating and 85 degrees cooling. Effective July 1, 2007, there will be an additional charge of \$60 per hour to operate the air-conditioning/heating system. If a building technician is needed to turn on the air-conditioner/heat because the system cannot be preset the hourly rate will be \$33 per hour (minimum 3 hours). This rate will also be charged if a technician is called in because of problems such as power outages.

Approved: July 1, 2007

Amended: November 9, 2009

## SCHOOL VISITORS

### Generally

The Culpeper County School Board recognizes that public schools are a focal point of the community and visitors are welcome in the schools. However, the environment of schools must be safe, secure, and free of disruption. Therefore, upon arriving at a school or department, all visitors must report to the administrative office, identify themselves, state the purpose of their visit, and wear a visitor identification badge, if requested. Any person desiring to tour a facility must make prior arrangements with the administration and be escorted during the tour. All persons on school property or attending a school-related activity must present valid photo identification to any school employee upon request. Administrators or their designees have the authority to remove any person on school property for reasonable cause.

All persons must ensure their presence is not disruptive to the school's operations or the school-sponsored activity. The school board expects mutual respect, civility, and orderly conduct from all individuals on school property and at school events. Unauthorized persons, including suspended and expelled students, will be requested to leave school property or the school event by any school employee or law enforcement officer as the situation requires.

Visitors, including parents, may be denied a presence at a school or a school activity, if their presence is deemed to be potentially disruptive, a security risk, or if the confidentiality of another person may be violated by their presence. Those persons, who are registered sex offenders, shall consult Policy KN Sex Offender Registry Notification and Policy KNA Violent Sex Offenders on School Property before arriving at school property or school-sponsored activities.

Persons deemed a security risk shall be notified as to the reason for their prohibition on school property or attendance at a school-related activity by the principal or designee. Principals will notify the Superintendent or designee when such prohibitions are necessary. Such persons thusly prohibited by the principal, may appeal the decision of the principal to the Superintendent or designee.

### Parents and Legal Guardians

Parents and legal guardians are encouraged to visit the schools on scheduled days for conferences with teachers, assemblies, PTO meetings, volunteer service, and other school programs. Parents are generally welcome to have lunch with their children at elementary schools provided it meets the school schedule of the child. Parents desiring to visit classrooms or meet with teachers must secure the permission of the teacher or principal prior to the visit. Parent attendance at field trips or other off-campus activity may require prior permission by the principal or designee. Principals have the authority to refuse parents, family members, or others admittance to the school or school-related activity for reasonable cause.

Noncustodial parents shall not be denied, solely on the basis of their noncustodial status, the opportunity to participate in any of the student's school or day care activities in which such participation is supported or encouraged by the policies of the School Board.

Adopted: April 2, 2012

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Superintendent Signature

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Date

Legal Refs.: Code of Virginia, 1950, as amended, §§ 18.2-128; 18.2-415, 22.1-79.

Cross Refs.: DJG Vendor Relations  
ECA Inventory and Reporting of Loss or Damage  
IGBC Parental Involvement  
KGB Public Conduct on School Property  
KN Sex Offender Registry Notification  
KNA Violent Sex Offenders on School Property

## STUDENTS

### Home Instruction/Home Schooling - Admission of Students, Full Time

- A. In order to enroll a student in school who has been instructed at home, the parent/guardian should contact the administration at the school where the child will attend.
1. At the elementary and middle school levels, the school will make the determination regarding grade placement. The age of the student and a review of the course work completed while on home instruction will be considered. The parent/guardian should submit, as proof of achievement, work completed while on home instruction. This may include a portfolio of completed assignments, essays, tests, reports or other materials as requested by the enrolling school. (The use of placement tests or achievement tests administered by school staff may also be appropriate in determining grade placement.)
  2. At the high school level, the parent/guardian of the enrolling student should notify the Executive Director of Curriculum, Instruction and Technology of intent to enroll the child in school. When the parent/guardian notifies the Executive Director of Curriculum, Instruction and Technology of intent to discontinue home instruction, the school administration will be notified to expect the student. The parent/guardian will also be advised by the Executive Director of Curriculum, Instruction and Technology or contact the school to arrange enrollment. A copy of these regulations (LBD-R) shall be given to parent/guardian, along with a copy of the compulsory attendance law. The list of courses being presented by the parent/guardian for high school credit shall be requested on Attachment 1: Reference LBD-R-E1 by the counselor at the time of enrollment. Completion of the form requesting credits is based on data presented to the school by the parent/guardian and the student.
  3. Upon completion of the evaluation for courses submitted for standard units of credit, the school administration will notify the parent/guardian and student of the results. If the parent/guardian disagrees with the evaluation, an appeal may be made to the principal. If the parent/guardian is still not in agreement, the appeal should be forwarded to the Division Superintendent.
  4. The determination by school personnel as to whether mastery has been achieved in the courses presented for credit will be based upon:
    - a minimum of 140 clock hours of instruction (8 VAC 20-131-100)
    - successful completion of the requirements of the course (8 VAC 20-131-100)
    - supervised correspondence courses with prior approval of principal (8 VAC 20-131-180)
    - determination by the school personnel that the course is equivalent to that offered in the regular school program (8 VAC 20-131-180)
    - assurance that the work was done under the supervision of a licensed teacher or a person eligible to hold a Virginia license (8 VAC 20-131-180)
    - successful completion of courses at a college or university with prior approval of the principal (8 VAC 20-131-140).

A test appropriate for the course for which credit is sought may be administered to the student. This may consist of semester and/or year-end tests or other instruments of the school's choosing.

Once school personnel grant credit for a course, and the student is enrolled, students are eligible to take the necessary test(s) to earn verified credit for the course.

5. When non-academic courses such as art or music are presented for credit by a home instructed student, the school personnel responsible for determining mastery may elect to review a portfolio of work done by the student and/or allow the student to demonstrate proficiency through a performance.
6. When a determination has been made that a student is to receive credit toward graduation for a course(s) taken while on home instruction and not taken as a part-time enrolled student in Culpeper County Public Schools, a grade of "P" for pass, along with the notation "Home Instructed," shall be entered on the student's transcript. These courses are not to be considered in the grade point average (GPA) or class rank of the student. The letter grade earned in a course taken while enrolled part-time in Culpeper County Public Schools will be recorded on the student's transcript along with the notation, "Home-schooled part-time enrollment in Culpeper Schools." This grade will not be considered in the grade point average (GPA) or class rank of the student.
7. When a student returns to school from home instruction, any assessments required to certify standard units of credit for graduation shall be completed as quickly as possible but not more than thirty days after enrollment.
8. Anytime a student takes a course or receives instruction in Culpeper County Public Schools, that student is considered enrolled.
9. No student shall be eligible for honors who have not accumulated sixteen credits taught in classes at Culpeper County High School or Eastern View High School while enrolled as a full-time student.
10. School staff shall verify through the Executive Director of Curriculum, Instruction and Technology that a student entering school from home instruction was approved for home instruction during the time for which credits are requested toward graduation. Students requesting credit for courses taken on home instruction outside of Virginia must present proof of having been on a valid home instruction program in another state.
11. With the exception that follows, any student seeking a diploma from Culpeper County Public Schools must be officially enrolled in Culpeper County Public Schools and meet all of the local and state requirements for graduation. (8 VAC 30-131-60) Arrangements may be made for Culpeper County High School or Eastern View High School to grant a diploma to a student who transfers to a school outside of Virginia during his or her senior year under the following conditions:

1. The student cannot meet the requirements for a diploma at the school in which he/she is currently enrolled; and
  2. The student meets the course requirements for a diploma from Culpeper County High School or Eastern View High School.
12. Principals and the Executive Director of Curriculum, Instruction and Technology are responsible for the implementation and monitoring of this regulation.

Approved: August 9, 2004  
Amended: October 10, 2011  
August 11, 2015

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## ESTABLISHING CRITERIA FOR ACCEPTING CREDIT FROM NON-ACCREDITED SCHOOLS

According to Standards of Accrediting Schools in Virginia, it is required that accredited schools accepting credit from non-accredited schools must determine a means of establishing the criteria for the acceptance of such credit. The following procedures must be followed for transferring credit from non-accredited schools to Culpeper County Schools where the Carnegie unit is used.

### STANDARD PROCEDURE

Parents and/or the school must supply the following information to the principal:

1. The name and purpose of the course.
2. A topical outline of course content.
3. The method of instruction.
4. Methods of evaluation (copies of unit tests or final exams, and a grading scale included so that the level of success in the class may be determined).
5. Criteria for student selection and placement in the course.
6. List of textbook(s) and materials for the course.
7. The number of clock hours of instruction for the course.
8. The license and endorsement of person teaching the course.

Until the school has received such information, the student may be temporarily placed by the school principal in the class that would be most appropriate if the credit is accepted. This is a probational placement. (Continuation in this class and/or the credit earned in this class may not be accepted until an affirmative decision has been reached from the evaluation committee.)

### APPEALS PROCEDURE

Upon completion of the evaluation for courses submitted for standard units of credit, the school administration will notify the parent/guardian and student of the results. If the parent/-guardian disagrees with the evaluation, an appeal may be made to the principal. If the parent/-guardian is still not in agreement, the appeal should be forwarded to the division superintendent.

### EVALUATION COMMITTEE

Upon receipt of information, the principal or designee will request a review of the material from appropriate teachers. The non-accredited school's course information will be compared to the course that is offered by Culpeper County Public Schools. The comparison will be based upon:



- a minimum of 140 clock hours of instruction (8VAC 20-131-100).
- successful completion of the requirements of the course (8VAC 20-131-100).
- determination by school personnel that the course is equivalent to that offered in the regular school program (8VAC20-131-180).
- assurance that the work was done under the supervision of a licensed teacher or a person eligible to hold a Virginia license (8VAC 20-131-180).

If there is a positive correlation between the criteria submitted by the non- accredited school and the existing course of Culpeper County Public Schools, an affirmative decision allowing this credit shall be rendered. If the course does not correspond to the criteria established by Culpeper County Schools, a negative decision must be rendered and the credit will not be allowed.

A test appropriate for the course for which credit is sought may be administered to the student. This may consist of semester and/or year-end tests or other instruments of the school's choosing.

When non-academic courses such as art or music are presented for credit by a non-accredited student, the school personnel responsible for determining mastery may elect to review a portfolio of work done by the student and/or allow the student to demonstrate proficiency through a performance.

#### TRANSCRIPT INFORMATION

When a determination has been made that a student is to receive credit toward graduation for a course(s) taken while at the non-accredited school, a grade of "P" for pass, along with the notation "Non-Accredited," shall be entered on the student's transcript. These courses are not to be considered in the grade point average (GPA) or class rank of the student.

No student shall be eligible for valedictorian/salutatorian honors who has not accumulated 16 credits taught in classes at Culpeper County High School or Eastern View High School while enrolled as a full-time student.

Approved: March 4, 2003  
Amended: October 10, 2011

## CHARTER SCHOOL

### A. Establishment of a Review Committee

Prior to consideration by the Board, all charter school applications shall be examined by a review committee. The review committee will be chaired by the director of instruction. Membership will include but not be limited to the following individuals: director of human resources, director of finance, director of special programs, director of transportation, a parent, a student, and a charter school advocate.

#### Development of an Application

1. An original, completed application plus 10 copies must be submitted to the office of the director of instruction (see File LC-E1).
2. For applicants who propose to open a charter school, the application copies must be delivered no later than January 1 prior to the year in which the charter school desires to open.
3. Application deadlines may be extended only by mutual agreement. An application fee of \$300.00 must be submitted with the completed application.

#### Review of Charter Applications

1. The director of instruction shall distribute copies of each application to the members of the review committee. Each component of the application shall be rated by the committee members (see File LC-R2).
2. The review committee will make copies of applications available at \$10 per copy to interested employee organizations, parent-teacher associations, and other interested persons in the proposed affected areas for their review and written comment.
3. After reviewing each application, the review committee shall schedule an interview with each applicant.
4. The interview shall be scheduled within 90 days of the application deadline.
5. The review committee will make their recommendations to the Board within 30 calendar days after the interview, based on the results of their application ratings, community input, and interviews.

### D. Judgment of Applications by the Board

1. In considering applications, the Board will use the following criteria.
  - a. What are the recommendations of the review committee?
  - b. Have the scheduled deadlines been met?
  - c. Would establishment or operation of the proposed charter school be inconsistent with the Virginia Charter Schools Act or any federal or Virginia State laws concerning civil rights?
  - d. Would the establishment or operation of the proposed charter school be in the best interest of the students and residents of Culpeper County?
2. After giving reasonable public notice, the Board will hold a public hearing to rule on all charter applications.
3. The Board hearing shall be held within 60 calendar days of receipt of the review committee's recommendations, or 180 calendar days of the application deadline.

4. The Board may take any of the following actions with each application within 30 calendar days of the public hearing:
  - a. accept without conditions;
  - b. accept with conditions;
  - c. reject;
  - d. place on a waiting list; or
  - e. return with request for additional information.
5. If an application is rejected, the Board shall document and present to the applicant the reasons for denial.
6. A charter may be approved for a period of two or three years, not to exceed three academic years.

E. Renewal Procedures.

An existing charter school seeking renewal must provide the following information to the Board:

1. A written request for renewal submitted during the last academic year of the charter term but no later than 180 calendar days prior to expiration of the charter.
2. A report on the progress of the school in achieving the goals, objectives, student performance standards, content standards, and other terms of the charter contract;
3. A financial statement that discloses the costs of administration, instruction, and other spending categories for the charter school that is understandable to the general public and that will allow comparison of such costs to other schools or other comparable organizations; and
4. Any additional information the Board may request to assist in its determination of the renewal application.

F. Revocation of a Charter

1. A charter may be revoked or not renewed if the Board determines that it is no longer in the interest of the students residing within the Culpeper County school division to continue the operation of the charter school.
2. In addition, a charter may be revoked or not renewed if the Board determines the school did any of the following:
  - a. Committed a violation of any of the conditions, standards, or procedures set forth in the charter contract;
  - b. Failed to meet or make reasonable progress toward achievement of the content standards or student performance standards identified in the charter application;
  - c. Failed to meet generally accepted standards of fiscal management; or
  - d. Violated any provision of law from which the charter school was not specifically exempted.

G. All decisions of the School Board to grant, revoke or not renew a charter shall be final and not subject to appeal.

Approved: November 22, 2002

CHARTER SCHOOL APPLICATION  
REVIEW TEAM CRITERIA

Applications will be rated by the review team according to the following criteria.

**Overall:** Do all elements of the proposal fit together? Is the proposal complete and feasible? Is the proposal clear and specific? Does the proposed school offer something different from existing schools within the school division?

**Applicant Information:** Do the applicants have the knowledge, skills, qualifications, and ability to implement the proposal? Do the applicants have expertise or access to expertise in the areas of finance, fundraising, educational development, human resource management, and community organizing? Do the applicants have the ability for further recruitment of founders and organizers if necessary?

**Mission Statement:** Is there a clearly articulated vision? Does it meet one or more of the objectives enumerated in the charter school law (Code of Virginia) and established by the School Board? Is it consistent or compatible with the strategic plan of the School Board? Is it consistent with the Standards of Quality and, by reference, the Standards of Accreditation and Standards of Learning? Do other elements of the application support the stated mission? Are the targeted student populations and specific area(s) of concentration designated? Does the proposed school intend to increase the educational opportunities of at-risk students?

**Goals and Educational Objectives:** Do they meet or exceed the requirements of the Standards of Learning? What is the likelihood that the school will meet the goals and objectives and improve educational results for students? Are they clear, measurable, and sound goals for building an educational program? Do they promote high student expectations and achievement? Do research and experience indicate that the goals and objectives are appropriate for the target population?

**Evidence of Support:** Is there tangible evidence of sufficient support to open and maintain the charter school? Do 50 percent of the school's teachers and 50 percent of the parents of the school's students support the conversion of an existing school to a charter school? Do the parents of the existing school's students understand the charter school's admissions process? Is the extent of community support sufficient? (There should be demonstrated and sufficient evidence of support from teachers, parents, and community.)

**Statement of Need:** Is the need realistic? Is the need based on accurate information? Is there a demand among the target population?

**Description of Education, Pupil Performance Standards, and Curriculum:** Does the description meet or exceed the requirements of the applicable Standards of Quality and, by reference, the Standards of Accreditation and Standards of Learning? Is the educational program based on a sound educational model or approach? Do the education, curriculum and standards reflect the mission, goals, and objectives? Do the curriculum and education offer an alternative to what is offered currently? Has the applicant demonstrated how student achievement will be improved? Are the standards measurable and attainable?

**Pupil Evaluation—Assessments, Timeline and Corrective Action:** Will the proposed assessments accurately measure pupil progress and achievement toward the stated standards and goals? Are the assessments well developed and comprehensive for assessing achievement? Is the timeline for achievement realistic? Will the proposed corrective action yield results?

**Admissions Process:** Does it comply with state and federal charter school laws? Does it comply with state and federal laws, regulations, and constitutional provisions regarding discrimination and any court-ordered desegregation plan? Is it consistent with the mission? Does the proposal demonstrate a solid plan to attract sufficient students to open and maintain the school? Does the process foster an ethnically and socio-economically diverse student body? Is there a timely and realistic procedure for admitting students? Is the plan for the transfer of students the same or better than the plan the school division uses for transfers from private and home schools? Will the charter school's enrollment be high enough to ensure the viability of the school and low enough to limit the school division's financial obligation?

**Financial Plan—Evidence of Economical Soundness, Proposed Budget and Annual Audit:** Is the budget reasonable and viable? Will the establishment of the charter school have a negative fiscal impact on the school division? (Note: Funding and service agreements shall not constitute a financial incentive or disincentive to the establishment of a charter school.) Is the budget for one, two or three years? Are projected costs realistic in light of the proposal? Does the budget account for realistic planning and start-up costs? Does the budget provide for services required by special- needs students? Are revenues accurately estimated? Is reliance on anticipated grants and private funding realistic? Does the financial plan provide for contingencies? Are proposed student fees acceptable? Is the plan for the annual audit sound and based on generally accepted accounting principles? Does the plan provide for monthly reporting of financial information to the School Board? Is the manner of audit and reporting clear and understandable?

**Displacement Plan:** Is the plan realistic? Does the plan provide adequate time to transfer employees and implement due process for licensed employees who will be laid off or not renewed? Does the plan provide enough time for students to be placed in appropriate schools? Will employees and students be treated fairly and equitably?

**Management and Operation:** Is the management structure consistent with the mission, goals and objectives? Does it help fulfill the mission? Are roles and responsibilities clearly defined? Is the method of management workable and realistic? Is parent, teacher and student involvement in decision-making addressed? Is there a clear description of how the committee will be chosen, what the term limits will be, and the committee's relationship to teachers and administrators?

**Employee Relations:** Does the proposal contain high professional standards for teachers and staff? Is there a commitment to professional development? Has the applicant demonstrated that quality staff will be attracted to the school? Has the applicant developed an adequate human resources plan, including appropriate policies that are in compliance with state and federal law? Does the proposal provide for state and federal, if applicable, social services and criminal background checks of employees and how those will be conducted? Is there an appropriate evaluation process for all employees?

Have affected employees been notified of the terms and conditions of employment? Can the proposed staff meet the employment standards of the parent division, including salaries and benefits?

Legal Liability and Insurance Coverage: Are the School Board and the school division sufficiently protected from legal liability? Will the charter school be insured through the school division or obtain its own coverage? Is the charter school insurable? Has the charter school planned for adequate insurance coverage?

Transportation: Does the proposal provide equal access for all students? Is the proposal a workable, fair, nondiscriminatory and cost-effective arrangement for safely transporting students to and from school?

Assurances: Is the applicant committed to establishing a nonsectarian school? Does the applicant agree not to charge tuition?

Waivers: Are the requested waivers (if any) necessary to fulfill the mission or achieve the goals and objectives of the school?

Discrimination: Does the applicant demonstrate a commitment and willingness not to discriminate and to accommodate the needs of special students? Does the applicant have the knowledge and resources to comply with the Rehabilitation Act of 1973 and the Americans with Disabilities Act?

Facility: *For applicants who have a facility, a site visit will be conducted to determine the following:* Is the space adequate for the proposed program and student population? Does the facility meet state building code and Americans with Disabilities Act requirements? Are the arrangements for facility maintenance appropriate? Has required documentation been submitted (certificate of occupancy, certificate of health inspection, certificate of fire inspection, proof of compliance with federal, state, and local health and safety laws and regulations)? Is the lease or purchase contract legal? For applicants who have not yet acquired a facility: What is the status of the effort to find a facility? Does the applicant have a realistic estimate of the space needed? For all applicants: Does the applicant understand the legal requirements for a public school building? Does the applicant have the means to ensure the facility's compliance with local building codes and health and safety requirements? Will the facility and/or its location help fulfill the mission?

Health and Safety: Are adequate procedures proposed to ensure the health and safety of students and employees? Are there provisions for consistent supervision of students?

Indemnity: Is the applicant legally binding itself to defend, hold harmless, and indemnify the school division and the School Board?

Services: Has the applicant obtained appropriate services from reliable providers? Can the charter school afford to purchase necessary services from the school division?

Timeline: Is there a specific and feasible plan for starting a school? Are projected dates realistic? Does the timetable provide for unexpected contingencies? Is the timetable complete?

Renewal: Does the applicant understand when renewal is required?

Approved: November 22, 2002

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